**Adding Credits**

Adding credits may result in additional fees. Please check your PRISM account. Go to: [www.uwc.edu/prism](http://www.uwc.edu/prism).

If you add a course during the first week of classes, you have until the end of the first week to pay any additional fees. Payment made after your tuition due date will be subject to assessment for late payment.

If you add a course after the second week of classes or later, you must pay any extra fees the same day you add the course. Payment made later will be subject to assessment for late payment.

**Dropping Credits/Withdrawal/Refund Policy**

If you decide to drop a class or not to attend any classes, your fees will NOT be adjusted until you officially drop the course(s).

Course Drop and Withdrawal forms are available from Student Affairs. The date Student Affairs receives your form is the official date of your action. If you drop or withdraw by mail, the postmark date is the official date.

If you withdraw from UW-Richland or drop a course, your refund will be mailed to you, usually by the end of the semester. The amount of your refund will be based on the official date of your withdrawal or course drop.

**Refund Schedules for Withdrawals or Drops:**

Administrative cost is in addition to percents noted.

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>100%</td>
<td>100%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>100%</td>
<td>25%</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Payment Schedule for Withdrawal/Cancellation or Drops Without Payment of Fees:**

Assessment for administrative cost is in addition to percents noted.

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>None</td>
<td>None</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>None</td>
<td>None</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>None</td>
<td>None</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>None</td>
<td>None</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Withdawal Fee**

A withdrawal fee of $100.00 will be assessed for students who fail to withdraw or request a refund on or before July 1, 2014.

**Concurrent Enrollment**

If you are enrolled at another University of Wisconsin campus, your fees may be adjusted depending on the total number of credits for which you are registered. To inquire about a fee adjustment, contact UW-Richland Business Services. A copy of a paid receipt from the other UW campus(es) will be required to adjust your fees.

**Business Services**

Dundee McNair, 608-647-6186, ext. 234  
Derek Kalish, 608-647-6186, ext. 238  
Chelsey Walters, 608-647-6186, ext. 200

The regular office hours for Business Services are:

- Monday-Friday: 7:45 AM to 4:30 PM  
- Closed Friday from 12:00 PM to 12:45 PM

**Student Affairs**

Annette Hackbarth-Onson, 608-647-6186, ext. 223  
Kari Bartels, 608-647-6186, ext. 264  
Eric Hoffman, 608-647-6186, ext. 221

The regular office hours for Student Affairs are:

- Monday: 7:45 AM to 6:00 PM  
- Tuesday-Thursday: 7:45 AM to 5:00 PM  
- Friday: 7:45 AM to 4:30 PM

**Disclaimer**

Although we have made every reasonable effort to be factually accurate, UW Colleges, UW-Richland and their employees assume no legal liability for the accuracy or completeness disclosed herein. Because the University reserves the right to withdraw or add offerings and make other necessary changes after this has been printed, this is a guide and is not an irrevocable contract between the student and UW-Richland or UW Colleges. All information contained on the Business Services website and this brochure is subject to change without prior notice.

**Final Registration**

**Wednesday, August 27th & Friday, August 29th**

9 - 11:30 AM & 1:30 - 4:00 PM

Please follow these steps:

- Check your PRISM account
- Clear all holds
- Pay tuition or make arrangements
Fall Semester (Term 1151) classes begin September 2, 2014. You will receive only one statement, regardless of whether you change your course schedule. Please check your PRISM account for balance owed. Contact Business Services for information about your fees if you are unclear about the amount due. For questions about course registration contact Student Affairs.

**Tuition and Fees**

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>Out of State</th>
<th>MN Reciprocity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time:</td>
<td>$2,689.62*</td>
<td>$6,181.50*</td>
<td>$2,689.62*</td>
</tr>
<tr>
<td>12 – 18 credits</td>
<td>$197.93/cr</td>
<td>$488.92/cr</td>
<td>$197.93/cr</td>
</tr>
<tr>
<td>Each Cr Over 18 Cr:</td>
<td>$224.14/cr</td>
<td>$515.13/cr</td>
<td>$224.14/cr</td>
</tr>
<tr>
<td>Audit, under age 60</td>
<td>$59.00/cr</td>
<td>$185.00/cr</td>
<td>$59.00/cr</td>
</tr>
</tbody>
</table>

To view details of tuition and segregated fees, go to: [http://www.uwc.edu/money-matters/business-office/tuition-fees/richland](http://www.uwc.edu/money-matters/business-office/tuition-fees/richland)

*Does not include* special course fees (see course schedule), or distance ed fees (compressed video / audio graphics) additional $15.00 / Credit.

Any student whose account goes into default will be responsible for all collection costs associated with the collection of the past due amount (35% of balance.)

MUA SPECIAL COURSE FEES will be charged during the semester for all MUA courses taken by non-music majors.

SPECIAL COURSE FEES are non-refundable after expenses are incurred.

SENIOR AUDIT FEES. The state legislature has approved a fee waiver for Wisconsin resident seniors age 60 +. Students can audit university courses tuition-free with the consent of the instructor and provided space is available. Additionally, audit fees shall not be charged to residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42USC 401 to 433. Senior audit students must pay per credit textbook rental fee and special course fees where applicable.

AUDIT FEES FOR THOSE ALSO ENROLLED IN CREDIT COURSES (for under age 60.) Students who combine both credit and audit courses will be charged for-credit rate for all courses.

ONLINE COURSE FEES are charged at a rate of $238.00 per credit plus a $25.00 per credit administrative fee. This fee is refundable only through the last day of online registration, August 24, 2014. Online course fees are assessed over and beyond regular tuition and fees. Visit UW Colleges website online at: [www.online.uwc.edu](http://www.online.uwc.edu).

**Option 1**

**Payment of Fees by Payment in Full**

Pay your fees online to save time. Credit cards (MasterCard/Visa/Discover) and web checks are accepted through the student’s PRISM account. A service fee of 2.5% of the payment amount is charged for using a credit/debit card. Web checks are free. Go to [http://www.uwc.edu/prism](http://www.uwc.edu/prism).

Or pay your fees by cash, check or money order in Business Services during business hours. The depository box by the Business Office window in Melvill Hall is available for payments after office hours. After hours payments will be entered the next workday.

By mail, send check to: UW-Richland Business Services 1200 Hwy 14 West Richland Center, WI 53581

To receive a receipt, include a self-addressed stamped envelope.

Make checks payable to UW-Richland. Be sure to include your name and student identification number on the check. For checks returned because of non-sufficient funds, there is a $20.00 charge plus applicable bank fees. A returned check could result in loss of registration.

For students already registered, if payment or payment arrangement is not made on/before September 15, 2014, a $100.00 Late Fee will be charged. (See Dropping Credits/Withdrawal and Late Registration for additional details.)

**Option 2**

**Payment of Fees by Credit Agreement/Pay Plan**

$200.00 down payment and completion of UWC’s Terms and Condition for Enrollment/Credit Agreement required for Pay Plan to be activated. Down payment can be made in Business Services or on your PRISM account.

(Form available at: [http://uwc.edu/money-matters/business-office/due-dates](http://uwc.edu/money-matters/business-office/due-dates)).

You are NOT eligible for the Credit Agreement if:

- You owe charges from a previous semester such as tuition, parking fines, library fines, etc.
- You were late with one or more payments from a previous semester.
- You are carrying less than three credits.
- You are younger than 18 years old and do not have a parent or guardian co-sign your contract.

*For those students that are under the age of 18, please print a hard copy of the Terms and Conditions (TAC) for Minors and have a parent co-sign and submit to a designated UW Colleges Staff member.*

(Form available at: [http://uwc.edu/money-matters/business-office/due-dates](http://uwc.edu/money-matters/business-office/due-dates)).

**Credit Agreement remaining balance due dates:**

- 50% due by October 13th, 2014 *****
- 50% due by November 10th, 2014 *****

**Invoices will not be sent reminding you of these deadlines. A fee of $35.00 is assessed if the payment is late.**

**Option 3**

**Payment of Fees by additional Financial Aid**

The balance on your account may automatically be reduced by your pending financial aid (which has been awarded/accepted/approved.) There will no longer be a need for filling out a deferment form based on this Financial Aid Waiver (noted as “waiver” on your invoice.) If tuition is owed beyond these “waivers,” please pay balance in full or enroll in Credit Agreement.

**FINANCIAL AID CENSUS DATE**

Your financial aid for Fall 2014 will be paid based upon the number of credits for which you are registered at the end of the day September 15, 2014 (day 10). If you add credits after that date, you won’t receive additional financial aid for the added credits.

**GENERAL FINANCIAL AID INFORMATION**

The UW Colleges student financial system, which manages registration and tuition payments, also processes financial aid. Initially, most grants, institutional scholarships, and student loans that have been awarded, will be credited electronically to individual student accounts the evening September 15, 2014 (day 10). If the amount of aid exceeds the amount of tuition and fees (which will be paid FIRST) the central office will mail a check in the amount of the excess to the student. The student must use that check to pay residence hall fees, foundation loans, and food service fees as these are NOT automatically deducted from a student’s financial aid.

The amount of the financial aid refund is based on your enrollment credits and financial aid status as of the date of the check. If you add credits, reduce credits or withdraw from all your classes, you need to contact Student Services for information on how this will affect your financial aid. A reduction in credits could make you liable for repayment of Financial Aid.

Check your PRISM account to see if any financial aid amounts have been credited to your account and/or any checks have been sent. The student is responsible for the timely payment of tuition and fees. In the event financial aid is not disbursed, it is imperative that an alternative payment option is secured.