

TUITION AND FEES

This section provides the tuition and fee policies that were in effect at the time this book went to press. For up-to-date information contact the Cashier's office at 608.342.1211 or check the Cashier's office website <https://www.uwplatt.edu/departments/cashiers-office> (<https://www.uwplatt.edu/departments/cashiers-office/>).

PAYMENT POLICY

UW-Platteville bills all students for each semester approximately four weeks prior to the beginning of the semester. Students will receive an email in their UW-Platteville email account notifying them the bill is available online through PASS. All students should review their account in PASS during the first week of school to ensure accuracy. Financial aid, scholarships, and educational loans will not be reflected on the initial bill. If you add classes or change your schedule, check your balance online or contact the Cashier's office immediately to get a revised balance. Failure to receive a bill does not excuse students from the payment deadlines and penalties. The initial payment is due approximately five days after the beginning of each semester. To avoid finance charges, accounts must be paid in full by the due date on the initial bill.

A partial payment plan is available for fall and spring semesters to students with a good credit history. (There is no partial payment plan available for summer school.) In order to qualify for the partial payment plan a Financial Agreement form must be on file in the Cashier's Office. A new Financial Agreement form is required for each semester. Students who have demonstrated a poor payment history may be denied access to the partial payment plan. The partial payment plan consists of an initial payment of at least 34 percent of all charges billed on the initial bill, due approximately five days after the beginning of each semester and two additional installments of 33 percent, due approximately the fifth and ninth week of each semester. All charges will have to be paid before registration for a future term will be allowed.

Payment in full of all tuition and fees prior to the initial billing due date will avoid finance charges. (This date is also provided with each initial billing statement.) Unpaid balances incur finance charges as detailed in the Financial Agreement form, a copy of which can be viewed on the Cashier's office website. Registration for future semesters will not be permitted unless the account balance is zero. Accounts in default will be forwarded for private collection action. Students will be responsible for all collection costs on amounts not paid when due, including, but not limited to, attorney fees and collection agency fees.

If your bill will be paid by a third party (i.e. VA, DVR) a written authorization from the third party must be provided to the Cashier's office before the initial billing due date or the account will be considered delinquent. The authorization must include who will be paying, the amount they will be paying, the name and ID number of the student they are paying for, and when the payment will be made. VA students should view the FAQs (<https://www.uwplatt.edu/departments/wright-center/frequently-asked-questions/>) on the Wright Center's website for more information as it relates to VA payments.

Payments are posted to the student's account as of the date of receipt. Post-dated checks will be returned to the sender and do not qualify as payment. All checks should be made payable to UW-Platteville and should include the student's 9 digit ID number. The payment must be in the Cashier's office on or before the due date to avoid service charges. UW-Platteville charges \$20 for all checks returned by the bank for any reason.

WHO GETS THE BILL?

Students will receive an email on their UW-Platteville email account instructing them to view their bill online. Students may grant guest access to other individuals to view their account by using PASS. Students are encouraged to check their account in PASS self service on a weekly basis to see if any activity has occurred.

TUITION AND FEE POLICY

The act of registering for courses at the University of Wisconsin-Platteville creates a financial obligation to pay the tuition and fees associated with those courses according to the tuition and fees schedule established annually by the University of Wisconsin System Board of Regents. The payment due dates are provided with the initial billing. Payment of all charges is the responsibility of the student. It is the responsibility of the student to pursue money from financial aid, scholarships, loans, or other non-personal sources. These are not considered payments until the money is received and posted to the student's account. Students who fail to cancel their registration or withdraw from courses in compliance with university policies and procedures will be charged even if they do not attend class. Nonattendance does not constitute withdrawal.

REGISTRATION FEE

Students are charged a \$35 registration fee per term.

DEGREE ASSESSMENT FEE

Students are charged a \$75 degree assessment fee. This fee is not associated with the completion of a degree and it is automatically billed in the semester after a student has earned the following credits:

- Associate Degree Students – 42 credits earned
- Bachelors Degree Students – 90 credits earned
- Masters Degree Students – 21 credits earned

LATE FEE (ADMINISTRATIVE ASSESSMENT FEE)

Students who have not paid at least 34 percent of their total initial bill by the initial billing due date of the fall and spring semester will be assessed a \$50 late fee. A \$25 late fee will be assessed if 100 percent of the summer charges are not paid by the due date of the summer session.

REFUND POLICY

Tuition and fees may be refunded upon official withdrawal from the term/semester according to the current refund schedule provided all official withdrawal forms are completed. The current refund schedule for fall and spring semesters is in the schedule below:

For refund schedules for summer term contact the Cashier's office.

Room and board charges for students who voluntarily withdraw from the term/semester may be adjusted in accordance with the room and board contracts. Further information about these contracts is available from the Meal Access office (608.342.1404) or the Residence Life office (608.342.1845).

If a student receives any type of federal financial aid (including Direct loans and/or PLUS loans) and then withdraws from the term/semester or reduces their credit load, their financial aid eligibility will be re-calculated. A percentage of the aid may be considered unearned and may be returned to the funding source. Please contact the Financial Aid and Scholarships office (<https://catalog.uwplatt.edu/undergraduate/financial-information/aid/>) if you have any questions about this policy 608.342.1836.

REFUND SCHEDULE

Session Length	Week 1	Week 2	Week 3	Week 4
12 weeks and over	100% ¹	100% ²	50%	50%
8 weeks thru 11 weeks	100% ¹	50%	25%	None
5 weeks thru 7 weeks	100% ¹	50%	None	None
3 weeks thru 4 weeks	100% ¹	25%	None	None
2 weeks	100% ¹	None		

After week 4 of a 12 week and over session, there will be no refund. Dropping or withdrawing from courses after refund deadlines and subsequently adding courses may result in additional tuition and segregated fees. For additional tuition or refund information, contact the Cashiers Office at 608.342.1211.

¹ less \$50.00 processing fee

² less \$100 processing fee