

# CASHIER'S OFFICE

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## PAYMENT POLICY

UW-Platteville bills all students for each semester approximately two 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 may not be reflected on the initial bill. 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 and Winterim.) Students with a demonstrated poor payment history may be denied access to the partial payment plan. The partial payment plan consists of an initial payment of 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. Exact due dates are provided with each initial billing statement. A finance charge of one percent per month on the unpaid balance (annual percentage rate of 12 percent) will be assessed on any balance remaining after the initial billing due date. Registered students who do not receive a bill should contact the Cashier's Office. Failure to receive a bill will not excuse students from payment deadlines.

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 Terms and Conditions form. Registration for future terms will not be permitted unless the account balance is zero.

Accounts in default will be forwarded for collection action through the Department of Revenue and private collection companies. 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 the bill will be paid by a third party (i.e., VA, DVR, Early College Credit Program), 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 identification number of the student they are paying for and when the payment will be made.

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 identification 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?

Bills are now online. 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 Express. 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 UW-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 UW System Board of Regents (see <https://www.uwplatt.edu/department/cashiers-office/fees-and-tuition-breakdown> (<https://www.uwplatt.edu/department/cashiers-office/fees-and-tuition-breakdown/>) for additional information). 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. Non-attendance does not constitute withdrawal.

## REGISTRATION FEE

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

## SPECIAL COURSE FEES

A course may have special course fees. Please refer to the class schedule to view any special course fees.

## 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 or winterim charges are not paid by the due date of the summer or winterim session.

## ASSOCIATE DEGREE ASSESSMENT FEE

Students who are seeking an associate degree will be charged a \$50.00 fee at the time a graduation application (also known as intent to graduate) form is filed.

## SENIOR ASSESSMENT FEE

This one-time fee for students seeking a bachelor degree is automatically billed in the semester after a student has earned 90 credits and is not associated with the completion of a degree.

## 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 regular length courses, fall and spring semesters is:

- 100 percent before first day of semester
- 100 percent less \$50 processing fee during the first week of classes
- 100 percent less \$100 processing fee during the second week of classes
- 50 percent during the third and fourth weeks of classes
- 0 percent thereafter

Room and board charges for students who voluntarily withdraw from the term/semester may be adjusted in accordance with the meal and board contracts. Further information about these contracts is available from the Meal Access Office at 608.342.1404 or the Housing Office at 608.342.1845.

If a student receives any type of federal and/or state financial aid (including Direct Loans and/or PLUS Loans) and they withdraw from the term/semester, their financial aid eligibility will be re-calculated and a percentage of the aid may be considered unearned and may have to be returned to the funding source. Please contact the Financial Aid Office at 608.342.1836 with any questions about this policy.

For any other billing questions, visit the Cashier's Office website at <https://www.uwplatt.edu/department/cashiers-office> (<https://www.uwplatt.edu/department/cashiers-office/>), call 608.342.1211 or email [cashieroff@uwplatt.edu](mailto:cashieroff@uwplatt.edu).

## REFUND SCHEDULE

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

<sup>1</sup> less \$50.00 processing fee

<sup>2</sup> less \$100 processing fee