

## Tuition & Fee Bill Supplement – Term 1094

### **DUE DATE OF TUITION & FEES**

For up-to-date information regarding your tuition account balance, including your due date, please go to <http://my.wisc.edu> and select the 'Student Center'.

Full payment must be received (**not postmarked**) in the Bursar's Office or at the Lockbox address by the due date shown on the tuition bill. If changes were made after the initial bill was printed resulting in an **increase of charges**, those additional charges will be billed at a later date with a new due date for the **additional charges only**. The amount due on the initial bill must be paid by the due date on the initial bill in order to avoid the \$100 late payment fee. For changes made after the initial bill was printed that resulted in a **decrease of charges**, you may pay the lesser amount by using the initial bill and paying the new rate, which you can find on the reverse of this page. **DO NOT** wait for a revised bill to be sent before paying, as a new bill will not be sent until after the initial due date has passed and you will be assessed the \$100 late payment fee.

Students are responsible for keeping their addresses up-to-date on their MyUW website. The first tuition bills and refunds for a new term are processed approximately 3 weeks prior to the first date of instruction, so addresses must be current at that time. An active 'mailing' address should be maintained at all times on their MyUW website. A 'billing' address is available for students who wish to have their tuition bills sent to a parent or other party paying their bill. Failure to receive a bill is not an acceptable reason for not paying by the due date, and you will be assessed a \$100 late payment fee.

Students classified as residents of Wisconsin for tuition purposes, are assessed resident tuition. Minnesota residents who are certified under the Minnesota-Wisconsin reciprocity program are assessed Minnesota-Wisconsin reciprocity tuition. All other students are assessed non-resident tuition. All students are assessed mandatory segregated fees in addition to instructional tuition except Guest students.

### **PAYMENT OF TUITION & FEES**

For up-to-date information regarding your tuition account balance, including your due date, please go to <http://my.wisc.edu> under 'Student Center' click onto 'Tuition Account Summary'. Payments can be made on-line, by mail, via dropbox and in person. Make checks payable to: UW-Madison. Cash payments are only accepted in person. We do not offer debit or credit card payments, nor have installment plans. Payments must be received (**not postmarked**) in the Bursar's Office or at the Lockbox address by the due date. Allow 5 business days for domestic mail. Consult the Post Office for adequate international mail time.

**ON-LINE PAYMENT** – To pay by e-Check, students can log onto <http://my.wisc.edu> Click on 'Student Center' under 'Finances' and 'My Account' access 'Tuition Account Summary', then select 'Make a Payment'. Parents wishing to pay on-line need to contact their student.

**MAIL-IN PAYMENT – LOCKBOX ADDRESS:** UW-Madison, PO Box 3248, Milwaukee, WI 53201-3248. Send to this address **only** - check payments accompanied with the return section portion of the tuition and fee bill that contains our bank's scan line.

**MAIL-IN PAYMENT – BURSAR'S OFFICE:** 333 East Campus Mall #10501, Madison, WI 53715-1383. Send to this address payments mailed via express/overnight mail, payments **without** the return section of the tuition and fee bill or payments sent with a bill printed off <http://my.wisc.edu>.

**DROPBOX** - Accessible 24 hrs - located in the lobby of 333 East Campus Mall. Do not put cash in dropbox.

**IN-PERSON PAYMENTS** –333 East Campus Mall #10501. 8:00 AM – 4:00 PM weekdays.

### **Additional note for mail-in payments:**

Payments from **Wisconsin's Edvest program** and **all other 529 accounts** usually do not have the return portion of the tuition and fees bill to accompany payment, so have those payments sent directly to the Bursar's Office at the Madison address. Also make sure that these programs know to send the payments in enough time so that they arrive at the Bursar's Office by the due date to avoid the \$100 late payment fee.

If you use a **bill pay service** to pay tuition, please note that most services recommend scheduling payments to allow five business days for mail delivery.

Students are not withdrawn for failure to pay tuition and fees in full. However, a hold is placed on their accounts to prevent future enrollment and access to student records until the balance due is paid in full.

### **ADJUSTMENT/REFUNDING SCHEDULE**

The following Adjustment/Refunding schedule applies to the Regular (A1) session of the Spring 2009 Term:

**Friday, February 6, 2009 (end of the 2nd week of classes)**, is the last day for 100% tuition adjustment on dropped classes.

**Friday, February 13, 2009 (end of the 4th week of classes)** is the last day for 50% tuition adjustment on dropped classes.

For additional tuition-related deadlines See Key Deadlines on the Registrar's Office website. The same adjustment/refunding schedule applies to both course drops and withdrawals from the University.

Reminder-Your name is not automatically dropped from the list of enrolled students if you do not pay fees and tuition or attend classes. If you enroll for courses, you are responsible for payment of all fees and tuition and grades earned for these courses unless you officially drop them or withdraw from the University. See the sections on withdrawals from the University and costs associated with drops and withdrawals.

### **SPECIAL FEE COURSES AND SPECIAL FEE PROGRAMS**

Special fee courses and special fee programs may have adjustment/refund schedules different than those defined above. If you are enrolled in one or more special fee courses or a special fee program and need further information, please contact the Tuition Assessment

Section of the Office of the Registrar at 333 East Campus Mall #10101, Madison, WI 53715 ; [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu); (608) 262-4031.

### **LATE INITIAL ENROLLMENT FEE**

A \$25.00 late enrollment fee will be assessed for all students who initially enroll after Friday, January 23, 2009 with the exception of Special and Guest students. Special and Guest students may enroll through Friday, February 30, 2009 without penalty.

### **LATE PAYMENT FEE**

A \$100.00 late payment fee will be assessed to all students, including Specials and Guests, on tuition and fee payments received after the due date printed on their bill. **Failure to receive a bill will not be accepted as a reason for missing the due date.** Students are responsible for keeping their addresses current via <http://my.wisc.edu>.

### **APPEAL OF LATE FEES**

Assessment of the \$100.00 late payment fee may be appealed to a representative of the Bursar's Office, Student Accounts at <http://www.bussvc.wisc.edu/bursar/latepay.html> or [tuition@bussvc.wisc.edu](mailto:tuition@bussvc.wisc.edu) Assessment of the \$25.00 late initial enrollment fee may be appealed to the Tuition Assessment Section of the Office of the Registrar at [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu). Documentation must be provided which clearly demonstrates that the student was not at fault for failure to meet the appropriate deadline date(s). Waiver of late fees is not granted if it is deemed that the student could have met the deadline dates involved.

### **Returned Check Policy**

All payments that are returned for any reason are subject to a \$20 returned check charge.

### **UNDERGRADUATE & SPECIAL STUDENTS TAKING MORE THAN 18 CREDITS**

Undergraduate and Special students will be assessed additional tuition per credit on all credits carried above 18 and will be subject to all provisions of the fee schedule on those credits including percentage assessments on dropped credits as appropriate.

### **GRADUATE ASSISTANTSHIPS (TA, RA, PA)**

Teaching Assistants, Research Assistants and Program/Project Assistants must have written authorization from their department on file at the Bursar's Office, 333 East Campus Mall #10501 to receive a waiver of the instructional and non-resident (if applicable) portion of their tuition and fees. The student is still required to pay segregated fees by the due date. Graduate assistants will be subject to all provisions of assessment and refunding as appropriate, including the assessment of the \$25 late enrollment fee and the \$100 late payment fee. UW-Madison does not offer payroll deducted tuition or an installment plan.

### **OTHER WAIVERS/REMISSIONS**

All other students qualified for tuition and fees waivers/remissions (Athletic Grant-in-aid, Fellowships, Lecturers, etc.) must have written authorization from their department on file at the Bursar's Office, 333 East Campus Mall #10501 as stated above for Graduate Assistants and are also subject to all provisions of assessment and refunding.

### **INSTRUCTIONAL ACADEMIC STAFF AND FELLOWS WHO OWE MORE THAN**

**SEGREGATED FEES** will be allowed to pay in three installments. To apply for this payment option students must stop by the Bursar's Office, 333 East Campus Mall #10501 by their tuition due date. Office hours are weekdays 8:00 a.m. – 4:00 p.m.

### **GRADUATE/PROFESSIONAL STUDENTS (Dual Career)**

Students who are jointly classified as graduate/professional students are subject to a combined tuition schedule. Questions should be referred to the Tuition Assessment Section of the Office of the Registrar, 333 East Campus Mall #10101; [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu); (608) 262-4031.

### **CAMPUS HOUSING**

The assessment, due dates and billing of campus housing is handled separately from that of tuition. Please direct all inquiries to University Housing at (608) 262-2230 or <http://housing.wisc.edu/>

### **TUITION PAYMENTS, FINANCIAL AID DISBURSEMENT, THIRD PARTY DEFERRALS, REFUNDING, TUITION DUE DATES, LATE PAYMENT FEES, TUITION**

**WAIVERS/REMISSIONS:** (608)262-3611; Bursar's Office, 333 East Campus Mall #10501, Madison, WI 53715-1383; <http://www.bussvc.wisc.edu/bursar/>; [tuition@bussvc.wisc.edu](mailto:tuition@bussvc.wisc.edu)

**FINANCIAL AID AWARD QUESTIONS:** (608) 262-3060; Room 231, 432 North Murray St., Madison, WI 53706;

<http://www.finaid.wisc.edu>; [finaid@finaid.wisc.edu](mailto:finaid@finaid.wisc.edu)

**TUITION ASSESSMENT, MINNESOTA RECIPROCITY, ADJUSTMENT/REFUNDING SCHEDULE, LATE INITIAL ENROLLMENT FEES, MODULAR COURSES, SPECIAL FEE**

**COURSES, SPECIAL FEE PROGRAMS:** (608) 262-4031; Registrar's Office, 333 East Campus Mall #10101, Madison, WI 53715;

<http://www.registrar.wisc.edu>; [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu)