

FEE AND BILLING INFORMATION FOR SPRING 2012 - CASHIER'S OFFICE 121 GRAFF MAIN HALL

Window hours: 8:00 AM to 4:00 PM, Monday-Friday, Phone (608) 785-8719, email: cashiers@uwlax.edu (please include student ID number in e-mail), website: www.uwlax.edu/cashiers

1. Fees are assessed according to student classification. Students who are classified as graduate students will be assessed graduate fees for all courses taken.
2. All students are required to electronically accept the Terms and Conditions of Financial Responsibility agreement. New Freshmen will have a checklist item on their WINGS account asking them to accept the agreement online. Continuing students will accept the agreement when they register for courses. A student can view a copy of this agreement on the cashier's website: www.uwlax.edu/cashiers and click on the Terms and Conditions of Financial Responsibility link on the left.
3. There is a \$100 non-refundable Advance Registration Deposit required each semester. Students will only be allowed to register after all previous and current semester balances have been paid in full and the Advance Registration Deposit has been paid. To avoid delays in the registration process, we recommend payment of the Fall 2012 deposit by April 1, 2012.

4. ELECTRONIC BILLING SCHEDULE:

Notices to view students bills are emailed to the student's UW-L email address. Student bills are viewed on-line through WINGS, no paper copy is mailed home due to privacy laws (FERPA)

Student billing notice emailed	2/3/2012	electronic notice to view bill on WINGS
First Payment Due	3/6/2012	Pay bill in full to avoid all service charges.
Final Payment Due	4/5/2012	Bill must be paid in full prior to registration for future semesters

Note: All balances past 30 days will be assessed a 1% per month service charge.

It is the student's responsibility to check their University e-mail account and to use the WINGS Student Center. Failure to receive a billing notice does not release the student from payment. Students who are not making their own payments must forward the bill to the proper party. The student is responsible for paying all fees on time. Students can give parents and other family members access to their bill through WINGS Student Center by clicking on the "Grant Access to View/Pay Bill" link.

Students can pay their tuition bill online through WINGS by e-check (ACH) or credit/debit card. When paying through WINGS, all pop-up blockers must be off for the payment page to appear. Internet Explorer, Firefox and Safari all have pop-up blocker options that need to be changed. There is a 2.75% convenience fee for all credit/debit card transactions.

MasterCard, Discover, American Express and Diners Club are accepted, VISA is not accepted because of their convenience fee structure. **There are no convenience fees for e-check (ACH) transactions.** If you have a debit card and wish to avoid the 2.75% convenience fee, simply do an e-check payment from the bank account the debit card is drawn from since there is no fee for e-checks. UW-La Crosse accept credit/debit card and e-check payments online only, we cannot take them over the telephone or at the cashiers office.

If mailing payment, please make check payable to UW-La Crosse and mail to: UW-L Cashiers Office, 121 Graff Main Hall, 1725 State Street, La Crosse, WI 54601

Please include Student ID# on your check. You may also pay by cash or check at the Cashiers Office.

All billings and deposits due must be received (not postmarked) by the Cashiers office no later than 4 pm on the due date. The University is not responsible for delays in the U.S. Mail.

5. Financial aid will be available beginning Tuesday, September 6, 2012.

All financial aid must first be used to pay any amount due to the University. Students paying with financial aid (loans, grants, scholarships or other awards) must also pay according to the billing schedule and are responsible for service charges that may be assessed. If you receive financial aid, refund requirements of the Higher Education Amendments may affect your adjustment or balance due the University if you withdraw either officially or unofficially. UW-La Crosse is responsible for complying with federal regulations governing participation in the student financial assistance programs under Title IV of the Higher Education Act of 1965 as amended. To the extent that these regulations require a larger return of funds to federal funding sources than the amount specified by the adjustment policy stipulated below, the student will be responsible for the difference.

6. Adjustment Schedule for Withdrawals and Credit Drops:

The following link shows the percentage of adjustment for withdrawal from the University and for credit drops.

<http://www.uwlax.edu/cashiers/TuitionRefundSchedules.htm>

*The percentage of adjustment is determined by the date of the withdrawal or credit drop on file in the Records and Registration Office. Please note the dates for fee adjustments are NOT the same as the Records and Registration dates used for last date to drop a course, last date to drop without a "W" etc.

*Any registered student who drops all classes prior to the start of the term is assessed a \$100 withdrawal fee. Once the term has begun, students must officially withdraw from the University. Withdrawal forms are available in the Student Life Office, 149 Graff Main Hall

*There are no adjustments of special course fees after the 100 percent adjustment period. Some special course fees for ESS courses are non-refundable, please go to the course catalog and click on the course section number to read the class notes for this information.

Room and Meals Refund-Students who voluntarily withdraw from the University shall be refunded room and board paid in advance on a weekly prorated basis. In all cases, the refund begins on the Monday of the week following withdrawal. The \$75 residence hall advance deposit is non-refundable. **Since housing is a one-year contract, the \$75 deposit is applied to the Spring semester room charges provided the student remains in the residence hall until the end of the spring semester.**