PRISM and Payment Options
Check PRISM to verify that your account is accurate, complete and up-to-date. If you have questions, call or visit Business Services, 105 Hyatt Smith Hall. Payments can be made by cash, check or money order at the Business Services office. You can also make credit card or web check payment online through PRISM. Payments can also be mailed to the Business Services office at the address above. Your payment will be posted to your account on the day it was received. There will be a $20 non-sufficient funds fee for any returned check. A returned check may also result in a loss of registration.

Adding a Class
You can add classes yourself through PRISM before Sept. 2. Adding classes after that date will require the instructor to sign a form, which needs to be turned into Student Affairs. You are NOT officially registered for the class until Student Affairs processes the form. Note that adding classes may result in additional fees.

Concurrent Enrollment
If you are enrolled at another University of Wisconsin campus, your fees may be adjusted depending on the total number of classes you are taking. Notify Business Services during each semester that you are concurrently enrolled. A copy of a paid receipt from the other UW campus will be required for verification.

Financial Aid
Even if you are receiving financial aid (including federal and state financial aid, scholarships, Veterans Administration aid or aid from other sources), you are still responsible for the timely payment of your fees – see section in the right-hand column for the important dates. Federal policy requires completed Direct Loan Entrance Counseling and a signed Direct Loan Master Promissory Note for any first-time borrowers. You can access these by clicking on ‘Money Matters’ at www.uwc.edu.

When financial aid is disbursed, the amount owed to the University will be deducted from the aid you are to receive. If any aid is left over, a check will be mailed to you at the home address listed in PRISM for you. Please check PRISM to verify that your address is correct.

Dropping a Class
If you withdraw from all of your classes between Sept. 2 and Sept. 15, a $50 withdraw fee will be added to your account. If you intend to drop a class after Sept. 15, please see Student Affairs immediately to determine if there will be any financial implications.

Important Dates
First day of classes
Sept. 2, 2014
If you do not attend your first class sessions and have not contacted your instructor, you may be dropped to allow others to enroll. Not attending does not automatically mean you will be dropped or withdrawn. If you are not dropped or withdrawn, you will still owe for tuition and fees. If you have questions about your class schedule, call or stop by the Student Affairs office, 104 Hyatt Smith Hall.

First tuition and fee payment due
Sept. 15, 2014
You must make at least the minimum down payment of $200 by this date or a late fee of $100 will be added to your account. If you will be receiving financial aid to cover part of your tuition/fees, you STILL must make this $200 payment to avoid the late fee. Making this $200 payment also automatically enrolls you in the payment plan and will require the second and final payments as described below. If you pay your tuition/fees in full, you will not be enrolled in a payment plan.

Second tuition and fee payment due
Oct. 13, 2014
At least 50% of your remaining balance is due. Failure to make this payment will result in a $35 late fee.

Final tuition and fee payment due
Nov. 10, 2014
Your remaining balance is due. Failure to make this payment will result in a $35 late fee.