

Adding Credits

Adding credits may result in additional fees. Return completed course "Add" forms to the Student Services Office immediately. Your course addition is official on the day your form is received by the Student Services Office. A revised statement will NOT be issued when adding a course.

If you add a course during the first week of classes, you have until the end of the first week of your session to pay any additional fees. Payment made after your tuition due date will cause a late payment fee.

If you add a course after the tenth day of classes, you must pay any extra fees the same day you add the course. A payment made later will cause a late payment fee.

Dropping Credits/Withdrawal Refund Policy

If you decide to drop a class or not attend any classes, your fees will NOT be adjusted until you officially drop the course(s). (See no-show and course drop/withdrawal fee policies.)

Course Drop and Withdrawal forms are available from the Student Services office. The date the Student Services office receives your form is the official date of your action. If you drop or withdraw by mail, the postmark date is the official date.

If you withdraw from the university or drop a course, your refund will be mailed to you. The amount of your refund will be based on the official date of your withdrawal or course drop, and calculated according to the schedule:

100% refund (less ATD) through September 16, 2009

50% refund through September 30, 2009

No refund after September 30, 2009

NOTE: Refunds for students receiving financial aid may be returned to the financial aid provider, instead of the student.

Concurrent Enrollment

If you are enrolled at another University of Wisconsin campus, your fees MAY be adjusted depending on the total number of credits for which you are registered. To receive any adjustment for which you MAY be entitled, notify the UW-Rock County Business Services Office whenever you are concurrently enrolled. A copy of a paid receipt from the other UW Campus(es) will be required to adjust any fees.

United Council Fee

The total fee listed in the Fee Schedule includes a \$2.00 remittance to the United Council of University of Wisconsin Student Governments (UC). This refundable fee was authorized by the Board of Regents and approved by a student referendum. If you wish to obtain a refund, you may request it by writing to: United Council, 8 Mifflin St., Room 203, Madison, WI 53703. This fee is assessed one time each semester; if you add a course after paying your fees, you are not subject to again paying the UC fee.

Business Services Office Hours

The regular office hours for Business Services are:

Monday - Friday, 8:00 a.m. to 4:30 p.m.

Closed on legal holidays (September 7, 2009)

Extended Fall Hours

8:00 a.m. – 7:30 p.m. on the following dates:

September 2, 2009 October 6, 2009

September 3, 2009 October 7, 2009

September 15, 2009 October 27, 2009

September 16, 2009 October 28, 2009

Contact us:

Business Services: (608) 758-6565 ext. 100
Hyatt Smith Hall

Student Services: (608) 758-6565 ext. 200
Hyatt Smith Hall



Fall Semester 2009

Fee Facts

A large, stylized black maple leaf graphic that serves as a background for the text in the bottom right corner of the page.

**Tuition & Fees
are due
September 16, 2009**

Fall Semester Classes Begin September 2, 2009

You will receive only one statement. If you change your course schedule, you will not receive another statement. Please check your PRISM account online to verify that the statement is accurate, complete and up-to-date. Call Business Services at (608) 758-6565 ext. 100, or stop in for information if you are unclear about the amount due. If you have questions regarding the courses for which you are registered, call Student Services at (608) 758-6565 ext. 200.

Payment of Fees

Payment must be received on or before:

September 16, 2009

Payment may be made by cash, check, money order or through your PRISM account with a credit card or web check. Online web check is free! **Make checks payable to UW-Rock County.** Be sure to include your name and student identification number on the check. For checks returned because of non-sufficient funds, there is a \$20.00 charge. A returned check could result in loss of registration.

To pay your fees by mail, send to:

**Business Services
UW-Rock County
2909 Kellogg Ave.
Janesville, WI 53546-5606**

Payments are posted the day received. To receive a receipt, include a self-addressed, stamped envelope. Payment may be made at Business Services during business hours as listed at the end of this publication.

A \$95 New Student Fee is charged to all first-semester students.

Financial Aid

If you are receiving financial assistance (including federal and state financial aid, scholarships, Veterans Administration support, or aid from other sources), you are responsible for the timely payment of your fees. Financial aid information is available through Student Services.

At the time of disbursement of financial aid, the amount of fees owed to the university will be deducted from the aid you are to receive. You will receive the balance via a check mailed to your home address as listed in PRISM. If you are not able to pay your fees on or before the session due date, you may apply for a fee deferment if you have returned your accepted "Financial Aid Award Offer" before the tuition due date for your session and have signed a Master Promissory Note for any loans. Apply for a fee deferment at Student Services.

Federal policy requires loan counseling for all first-time borrowers. New borrowers receiving a Stafford Loan or Unsubsidized Stafford Loan for the first time at UW-Rock County must receive loan counseling before a loan check may be disbursed.

Loan counseling is available by going online to http://www.uwc.edu/financial_aid/olec.asp.

Partial Payment Plan/Installment Credit Agreement

Sign up in Business Services **in person** by September 16, 2009. This is a personal loan through the university. Bring a driver's license, birth certificate or other legal proof of birth date.

You are NOT eligible for the Payment Plan if:

- You owe charges from a prior semester such as tuition, late fees, library fines, etc.
- You were late with any payments or have not paid the payments in full during a prior semester.
- You are carrying less than three credits.
- You are younger than 18 years old and do not have a parent or guardian to co-sign your contract.

Down payment = \$200.00

Remaining balance: 50% due by October 7, 2009
 50% due by October 28, 2009

There is a one-time fee of \$25.00 for participating in the Partial Payment Plan for multiple semesters. A late installment fee of \$25.00 is assessed if the payment is late. Interest is 1.25% per month on the outstanding balance if payment is late.

The installment credit agreement is a loan contract with the university. It is a legal document and, therefore, you must be 18 years old at the time of the signing. If a student is not 18 years old, a parent or legal guardian must co-sign the document. If a student is 18 or older, the student must sign the contract, and the parent may not sign for the student.

If a student signs up for the installment credit plan after the tenth day of classes, there is an administrative charge for late payment collected at the time the promissory note is completed in addition to the down payment.

Assessments for Late Payment

Payment of tuition after September 16, 2009, will cause an additional \$100.00 administrative fee.

Course Drop and Withdrawal Fee Policy

When you pay the Advance Tuition Deposit and register for classes, you are financially committed to UW-Rock County. This means you will owe tuition and fees unless you officially withdraw in the Student Services office. You will not be administratively withdrawn for non-payment.

If you stop attending a course, you need to officially drop the course, or you continue to owe tuition and fees. If you stop attending all courses, you need to officially withdraw by going to Student Services, or you continue to owe tuition and fees. If you drop courses or withdraw after the refund period, you continue to owe tuition and fees.

No-Show Policy

If you do not attend your first and second class sessions and have not contacted your instructor(s) by e-mail, phone or mail, you may be dropped from the course(s) to allow others to attend. If other students want to take the course, you may not be able to get back into the course.

If you do not attend any of your first and second class sessions, you may be withdrawn from UW-Rock County and forfeit your Advance Tuition Deposit.