Your tuition and fees are due by September 15, based on your current schedule. Payments may be made on-line, in the Business Office, or by mail. Payments made by mail must be received (NOT POSTMARKED) by Monday, September 15, 2014. Please have your student ID with you, or if paying by mail, list ID number on your payment. A night deposit box is available next to the Business Office for after-hour payments. Payments received after business hours will be posted the next business day. Students who have not paid by September 15 will be charged a $100 late payment fee. The hours for payment, in the Business Office, are from 8:30 a.m.-4:30 p.m. Mon, Tues, Thurs, and Fri; 8:30 a.m.–2:00 p.m. Wed; with the exception of Sept. 15, the hours are 8:30 a.m.–7:00 p.m. For questions regarding payment of fees, stop in the Business Office or call (262) 335-5205.

Payment Options for Tuition and Fees

Option 1- **Full Payment**-Cash, check or money order can be paid in the Business Office. Credit card and web check payments accepted ONLY on-line at www.washington.uwc.edu. We accept MasterCard, VISA and Discover. There’s a 2.5% convenience fee on the payment made for each credit/debit card payment made. Payments made by web check are free, routing # and account # required.

Option 2- **Deferred payment**-For students whose financial aid has been awarded. Financial aid may be waived if you meet certain qualifications (check www.washington.uwc.edu or campus financial aid office for details). The deferment process will be electronic and updated nightly. Please check your PRISM account. If a balance is due, payment arrangements must be made by September 15. It’s your responsibility to monitor your financial aid processing.

Option 3- **Credit Agreement**-For students who signed the terms and conditions agreement upon registration and have made a $200 down payment by September 15, 2014. The remaining balance is paid in two equal installments by Monday, October 13, 2014 and Monday, November 10, 2014.

**Audit Fees:**
The fee schedule for audit courses is approximately 30% of fees for resident fees, and 50% for non-resident fees. Wisconsin residents age 60 or over may audit courses at no charge. If enrolled for both credit and audit courses, all credits will be assessed at the credit rate.

**On-line Courses:**  
*****PLEASE READ CAREFULLY ALL THE ONLINE INFORMATION*****
Check www.online.uwc.edu for tuition information. Be aware that when registering for on-line classes, tuition rates are DIFFERENT than on campus tuition rates. There is NO plateau when enrolled for on-line and campus credits.

**DE Course Fees:**
An additional $15 per credit applies to all courses delivered via compressed video or Wisline to reflect extraordinary costs to maintain distance education equipment and networks.

**Concurrent Enrollment**
If you are also enrolled at another University of Wisconsin campus, your fees may be adjusted, depending on your total credit load. To receive any adjustment to which you may be entitled, bring your “PAID” in full receipt from that campus to the UW-Washington County Business Office prior to the due date. If you don’t have a “paid” receipt by that time, make contact with the Business Office to make arrangements to avoid any late penalties being applied. This does not apply to students enrolled in the UW collaborative degree classes held on the UWWC campus.
Refunds
Refunds are based upon the official date of withdrawal. In determining refunds, the SESSION start date is used, NOT the class start date.

Refund Schedule for Withdrawals or Drops**

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 through 11 weeks</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>5 through 7 weeks</td>
<td>100%</td>
<td>50%</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>

The refund dates for shorter term courses and sessions which begin after 9/2/14 vary. Contact the Business Office for additional information.

Refunds for students receiving financial aid may be returned to the financial aid provider, not the student.

Non-Payment - Late Fee
Students who have not paid their tuition by September 15 (by completing one of the options listed previously) will be assessed a $100 late fee and will be responsible for tuition fees.

Withdrawal Fee
After registration any person who discontinues class attendance must officially withdraw through his/her PRISM account in order to limit his/her financial obligation. Contact Student Affairs if you need assistance. There will be a $50 withdrawal fee charged if a student withdraws from the 1st day of the term until the 10th business day.

How to pay on-line using your PRISM account
Start at UW-Washington County home page:  http://www/washington.uwc.edu

1) Click on the PRISM link in the top black search bar
2) Click on the Sign-in to PRISM link (if you do not know your PRISM ID click on the Access PRISM User ID and Password link and follow the directions
3) In PRISM enter your user ID and password
4) Click on Self Service
5) Click on Campus Finances
6) Click on Make a Payment

If you are making a payment, other than what your account balance shows, you must first manually enter the dollar amount you wish to pay, in the payment amount box, click on the Calculate Grand Total button, then click on the Next button and continue. Follow the instructions to enter and submit your payment.