

# TUITION GUIDE – FALL 2009-2010 (Term 1102)

## **TUITION RATES**

Tuition and fee rates for all students are available on the Office of the Registrar website at [http://registrar.em.wisc.edu/students/fees\\_tuition/tuition.php](http://registrar.em.wisc.edu/students/fees_tuition/tuition.php).

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 nonresident tuition. All students, except Guest students, are assessed mandatory segregated fees in addition to instructional tuition.

### 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.

### Determining Residence for Tuition Purposes

Residence for tuition purposes is based on Sec. 36.27(2) Wis. Statutes and is determined at the time an application for admission or reentry into UW-Madison is processed. Notification of the initial determination of residence status for any term occurs via the letter of admission, student information website, or the Invitation to Enroll for classes. For more information, go to <http://registrar.em.wisc.edu/students/residence>

### Minnesota-Wisconsin Reciprocity Agreement

Minnesota residents must be certified by the Minnesota Office of Higher Education for the appropriate term to attend UW-Madison under the Minnesota-Wisconsin Tuition Reciprocity Agreement. When certification is received, students will be assessed the approved reciprocity tuition rate plus the segregated fees assessed all UW-Madison students. Students under this program will be classified as nonresidents of Wisconsin. For more information, go to <http://registrar.em.wisc.edu/students/residence/faq.php?ans=9#9>

### Graduate/Professional Students (Dual Career students)

Students who are jointly classified as graduate/professional are subject to a combined tuition schedule. For more information, contact the Tuition Assessment section of the Office of the Registrar, [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu); (608) 262-4031.

### Nonstandard Fee Courses and Programs

Nonstandard fee courses and programs may have fees different than those described above. Nonstandard fee courses are indicated as such by a footnote in the schedule of classes. Questions regarding nonstandard fee courses and programs can be directed to the Tuition Assessment section of the Office of the Registrar, [tuition@em.wisc.edu](mailto:tuition@em.wisc.edu); (608) 262-4031.

### Tuition Surcharge for Wisconsin Resident Undergraduates with Excess Cumulative Credits

Wisconsin resident undergraduates who have accumulated more than 165 completed credits will be assessed a 100% tuition surcharge on credits over 165, as required by the UW System Board of Regents. For more information, go to [http://registrar.em.wisc.edu/students/fees\\_tuition/surcharge.php](http://registrar.em.wisc.edu/students/fees_tuition/surcharge.php)

### 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) 262-2522 or <http://www.housing.wisc.edu/>

## **TUITION AND FEE BILL**

Keeping Addresses Current is Critical ~ Students are responsible for keeping their addresses current through the Student Center on My UW Madison (<http://my.wisc.edu>).

The first tuition bills and refunds for a new term are processed 10 days 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 through the Student Center on My UW Madison (<http://my.wisc.edu>). A 'billing' address is available if students wish to have their bill 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 a \$100 late payment fee will be assessed.

All enrolled students are mailed tuition and fee bills via first class U.S. mail. The bills include payment instructions. Tuition and fee bills are mailed in late August for the fall term, early January for the spring term, and late May for the summer term. Students who initially enroll after the first bills were mailed can expect to receive a bill shortly after they enroll.

Tuition and fee bills will be mailed to students at the *billing* address that is active at the time the bills are printed. Be aware that only tuition and fee bills will be mailed to this address. If students do not have an active *billing* address, the *mailing* address will be used. If there is no active *mailing* address, the *home* address will be used. Refunds and other communications will be mailed to the student at the active *mailing* address. If there are no active addresses, a bill or refund check cannot be mailed.

Students who adjust their schedules after their original tuition and fee bills have been printed **will not** be sent updated bills before the due date. Tuition and fees schedule information is included with the bills. Additional charges incurred after the original bill was printed will be billed later with a new due date. Charges on the original bill are due by the original due date.

Failure to receive a tuition and fee bill does not relieve students of the obligation to meet the established tuition and fee due dates. Students who do not receive a bill should check their tuition account balance and their due date through the Student Center on My UW-Madison (<http://my.wisc.edu>) under "Finances" and "My Account" or call the Bursar's Office for that information.

## **DUE DATE OF TUITION AND FEES**

Students can make eCheck payments and view up-to-date information regarding their Tuition Account balance, including their due date, through the Student Center on My UW Madison (<http://my.wisc.edu>) under "Finances" and "My Account", then click on "Student Account Summary/Make a Payment". Parents wishing to pay on-line should contact their student.

Due date information is also available at <http://www.bussvc.wisc.edu/bursar/tuitdued.html>.

### Nonpayment of Tuition and Fees

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

### Minnesota Reciprocity and the Due Date

Students who are not certified as eligible for Minnesota reciprocity prior to the tuition due date must either pay nonresident rates and

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be refunded the difference upon certification by the Minnesota Office of Higher Education or delay payment until certification is issued and include the \$100.00 late payment fee due at that time.

### Students with Third Party Deferrals

The Bursar's Office will bill third parties for students with a valid third party deferral authorization letter on file with the Bursar's Office. It is the student's responsibility to verify that an authorization is on file and in effect for each term of enrollment.

If the deferral is correctly reflected on the Student Account Invoice, the student may assume that it is in effect. Students are ultimately held responsible for payment of tuition and fees if the third party does not pay the deferred fees.

## **METHODS OF PAYMENT**

You can pay tuition and fee bills in four ways:

### **1. Pay by eCheck from a regular checking account.**

Students can make e-check payments and view up-to-date information regarding their tuition account balance, including their due date, through the Student Center on My UW–Madison (<http://my.wisc.edu>), under “Finances,” and “My Account.” Click on “Student Account Summary/Make a Payment.” Parents wishing to pay online should contact their student.

### **2. Mail payment to the Bursar's lockbox account.**

Enclose the return section of the tuition and fee bill, and a check payable to the University of Wisconsin–Madison, P.O. Box 3248, Milwaukee, WI 53201–3248.

**Note 1:** If the return section of the tuition and fee bill is not enclosed or if payment is sent by express mail, sending the payment to the post office lockbox significantly delays the processing time. In these cases, send your payment directly to the Bursar's Office at the Madison address listed at the end of this document.

**Note 2:** Students are advised to mail payments at least five business days before the due date to increase the likelihood that payment will be received by the due date.

**Note 3.** Payments from **Wisconsin's Edvest program** and all other **529 accounts** usually do not have the return portion of the bill to accompany payment, so have those payments sent directly to the Bursar's Office at the Madison address listed at the end of this document.

Also make sure that these programs know to send the payment in enough time so that they arrive at the Bursar's Office by the due date in order to avoid the \$100 late payment fee.

**Note 4.** If you use an **on-line bill pay service** to pay tuition, please note that most services recommend scheduling payments to allow five business days for mail delivery. Since these services do not include the return portion of the bill to accompany their payment, have these payments sent directly to the Bursar's Office at the Madison address listed at the end of this document.

### **3. Use the Bursar's Office 24-hour drop box.**

Blank invoices and envelopes are available at the site. Enclose a check and the return section of the bill in an envelope before placing in dropbox. Do not place cash in the dropbox.

### **4. Pay in person.**

Tuition payments by check or cash can be made at the Bursar's Office. Monday–Friday, 8 a.m.– 4 p.m. The tuition payment deadline is 4 p.m. on Friday of the third week of classes for fall and spring terms. For most summer students it is 4 p.m. on Friday of the first week of the eight-week summer session. These dates are receipt deadlines, *not postmark deadlines*.

Payments received after the due date will be assessed a \$100 late-payment fee. A hold preventing future enrollment and the use of student records services will be placed on the records of students who fail to pay tuition and fees in full.

There is no installment plan for tuition and fees. Tuition is due in full by the payment due date. If a student is unable to meet the due date, they should contact the Bursar's Office at 608/262–3611 before the due date to let that office know what the circumstances are.

Checks should be made payable to the University of Wisconsin–Madison. Always write the student's name and university student identification number on the front of the check for easy identification and application of payment. UW–Madison does not accept debit or credit cards for tuition payment.

## **TUITION ADJUSTMENT/REFUNDING SCHEDULE**

The date a course is dropped determines if a tuition refund will occur.

### **Fall and Spring Terms**

- Weeks 1 and 2, 100% tuition refund
- Weeks 3 and 4, 50% tuition refund
- There is no refund after week 4

The above adjustment/refunding schedule applies to the regular (A1) session for fall and spring semesters only. Summer term courses and modular courses may have different adjustment/refunding schedules. The same adjustment/refunding schedule apply to both course drops and withdrawals from the University.

### Important Notes Relating to the Adjustment/Refunding Schedule

1. If you enroll for a course(s) and do not attend or stop attending without officially dropping the course(s) or withdrawing from the University, you are still responsible for payment of all tuition and fees for the course(s) unless you officially drop them or withdraw from the University.

2. Cautionary Note: Be aware that withdrawal from the University may affect the amount of a student's financial aid received for that term. Please see the section 'Financial Aid Recipients' below for additional information.

Refunds are generated by the Bursar's Office usually within three to five business days following the date of the credit balance. Refund checks are sent to students' *mailing* address. If there is no

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active *mailing* address, it will be mailed to their *home* address. If there are no active addresses, a refund check cannot be sent.

### **LATE PAYMENT AND INITIAL ENROLLMENT FEES/APPEALS AND RETURNED CHECK CHARGE**

#### 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 Student Account Invoice. **Failure to receive an invoice will not be accepted as a reason for missing the due date.** Please keep your addresses current through the Student Center on My UW Madison (<http://my.wisc.edu>).

#### Late Initial Enrollment Fee

A \$25.00 Late Initial Enrollment Fee will be assessed to all students who initially enroll after Friday, September 4, 2009, with the exception of Special and Guest students. Special and Guest students may enroll through Friday, September 11, 2009, without penalty. Detailed information regarding this policy can be found at [http://registrar.em.wisc.edu/faculty/late\\_init\\_enroll\\_feepolicy.php](http://registrar.em.wisc.edu/faculty/late_init_enroll_feepolicy.php)

#### Appeal of Late Fees

Assessment of the \$100.00 Late Payment Fee may be appealed to the Student Account section of the Bursar's Office at [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). A waiver of late fees is not granted if it is deemed that the student could have met the deadline dates involved.

Returned Check Charge A \$20.00 charge applies to all dishonored check and e-Check payments tendered to the University of Wisconsin–Madison.

### **WAIVER/REMISSION INFORMATION**

#### 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 to receive a waiver of the instructional and nonresident portion of their tuition and fees.

Students are still required to pay the segregated fees by their due date. Graduate Assistants will be subject to all provisions of assessment and refunding as appropriate, including assessment of the \$25 Late Initial Enrollment Fee and the \$100 Late Payment Fee. UW–Madison does not offer payroll deducted tuition. Departments can email authorizations to the Bursar's Office at <mailto:tuition@bussvc.wisc.edu>.

#### Instructional Academic Staff and Fellows

If you are a Grad student with one of these types of appointments and you owe more than segregated fees, you are allowed to pay in three installments.

To apply for this payment option, students must stop by the Bursar's Office, Suite 10501 333 East Campus Mall before your tuition due date.

#### Other Waivers/Remissions

All non-resident Instructional Academic Staff and Fellows in addition to all other students who qualify for tuition and fee waivers/remissions not mentioned above (Athletic Grant-in-aid, Regents Equity, etc.) must have written authorization from their department on file at the Bursar's Office by sending an email to the Bursar's Office at [tuition@bussvc.wisc.edu](mailto:tuition@bussvc.wisc.edu) and are subject to all provisions of assessment and the adjustment/refunding schedule.

### **FINANCIAL AID RECIPIENTS**

#### Financial Aid Disbursement

Detailed information about how financial aid funds are disbursed to student accounts can be found at

<http://www.bussvc.wisc.edu/bursar/finaid.html>.

Withdrawing and Financial Aid – Repayment Policy Be aware that withdrawal from the University may affect the amount of financial aid received for that term, and a portion or all financial aid already disbursed may be owed back. For more detailed information about withdrawal policies, please refer to the Student Financial Services Award Guide

(<http://www.finaid.wisc.edu/index.php?module=articles&func=display&ptid=9&aid=532&catid=564>).

#### Satisfactory Academic Progress Policy (SAP)

Students who receive financial aid through programs administered by the Office of Student Financial Services must maintain satisfactory academic progress as defined by their academic department. For more information about the SAP policy please see

[Financial Aid web page](#)

(<http://www.finaid.wisc.edu/index.php?module=articles&func=display&ptid=9&aid=456>).

#### Financial Aid for Part-Time Students

Financial aid recipients who do not enroll for full-time credits or drop credits during the semester should be aware that their aid may be reduced. Read more about these guidelines at [Financial Aid web page](#)

(<http://www.finaid.wisc.edu/index.php?module=articles&func=display&ptid=9&aid=532&catid=564>).

#### Financial Aid for Special Students

Students must be enrolled as degree candidates to be eligible for aid through the Student Financial Services Office. This does not apply to EDCS and UNRS students, who may qualify for Federal Stafford Loan.

### **VETERAN INFORMATION**

For more detailed information, please visit the Office of the Registrar website at <http://registrar.em.wisc.edu/students/vets/>

#### Federal Benefits

Questions and problems (e.g., remaining entitlement, late or missing checks, monthly verification forms, etc.) concerning Federal VA benefits should be directed to Linda Struck, Veterans Coordinator, at 608-265-4628 or the VA Regional Office at 1-888-GIBILL1.

#### State Benefits

#### The Wisconsin G.I. Bill

Student veterans who entered military service from Wisconsin and their children and spouses may be eligible for a full remission of tuition and fees. To learn more about this benefit, see <http://dva.state.wi.us/>, contact your local County Veterans Service

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Office (CVSO), or contact the Office of the Registrar, Student Veterans Services section at the website listed above.

### Veterans' Education Program

Student veterans who entered military service from Wisconsin and who have served at least two years on active duty or who were discharged for medical reasons may qualify for the 100 percent tuition reimbursement program. For more information, contact your local County Veterans Service Office (CVSO).

### Called to Active Duty

Students who are called to active duty should contact the Office of the Registrar, Student Veterans Services section. Contact information can be found at The Office of the Registrar website listed above.

## **QUESTIONS? / CONTACT INFORMATION**

**BURSAR'S OFFICE:** Tuition Payments, Financial Aid Disbursement, Third Party Deferrals, Refunding, Tuition Due Dates, Late Payment Fees, Tuition Waivers/Remissions – (608) 262-3611, Bursar's Office, Suite 10501, 333 East Campus Mall, Madison, WI 53715.

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

**OFFICE OF STUDENT FINANCIAL AID:** Financial Aid Questions - (608) 262-3060, Suite 9701, 333 East Campus Mall, Madison, WI 53715

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

**OFFICE OF THE REGISTRAR:** Tuition Assessment, Minnesota Reciprocity, Adjustment/Refunding Schedule, Late Initial Enrollment Fees, Modular Courses, Nonstandard Fee Courses and Programs - (608) 262-4031, Registrar's Office, Suite 10101, 333 East Campus Mall, Madison, WI 53715

<http://www.registrar.wisc.edu>; <mailto:tuition@em.wisc.edu>