

University of  
Wisconsin-Parkside

SPRING 2009

# Fee Facts

Classes Begin:  
Tuesday, January 20,  
2009  
Tuition Due:  
Monday, February 2, 2009

## 2009 Spring Semester University of Wisconsin – Parkside

[www.uwp.edu/departments/cashiers.office](http://www.uwp.edu/departments/cashiers.office)  
Email Us At: [cashiers.office@uwp.edu](mailto:cashiers.office@uwp.edu)  
Phone: (262)595-2258

Failure to read the information in this booklet will not excuse you from adhering to the policies and procedures it contains. \*PLEASE READ CAREFULLY FOR NEW POLICY CHANGES. Federal policy laws prohibit discussion of confidential information with anyone other than the student involved. If you would like your information released to a third party, you must have a signed authorization form on file with the Cashier's Office. This form is available at the Cashier's Office and on the Cashier's Office web page: [www.uwp.edu/departments/cashiers.office](http://www.uwp.edu/departments/cashiers.office).

Be prepared to show a picture ID when inquiring about your student account.

### Fee Schedule

Number of Credits	UNDERGRADUATE		GRADUATE	
	Resident	Non-Resident	Resident	Non-Resident
1	254.84	570.38	414.02	988.74
2	507.68	1138.76	826.04	1975.48
3	760.52	1707.14	1238.06	2962.22
4	1013.36	2275.52	1650.08	3948.96
5	1266.20	2843.90	2062.10	4935.70
6	1519.04	3412.28	2474.12	5922.44
7	1771.88	3980.66	2886.14	6909.18
8	2024.72	4549.04	3298.16	7895.92
9	2277.56	5117.42	3707.18	8879.66
10	2530.40	5685.80	3707.18	8879.66
11	2783.24	6254.18	3707.18	8879.66
12-18	3036.08	6822.56	3707.18	8879.66

\* Undergraduate students taking over 18 credits will be assessed a \$211.83 (resident) or \$516.34 (non-resident) per credit rate for each credit over 18.

\*\* MBA Students – See page 3 of this booklet for additional fee information.

Classes offered over the internet may be charged at a different rate; please check with the Cashier's Office for more information.

## Audit Schedule

Number of Credits	UNDERGRADUATE		GRADUATE	
	Resident	Non-Resident	Resident	Non-Resident
1	66.00	266.00	109.00	468.00
2	130.00	530.00	216.00	934.00
3	194.00	794.00	323.00	1400.00
4	258.00	1058.00	430.00	1866.00
5	322.00	1322.00	537.00	2332.00
6	386.00	1586.00	644.00	2798.00
7	450.00	1850.00	751.00	3264.00
8	514.00	2114.00	858.00	3730.00
9	578.00	2378.00	965.00	4196.00
10	642.00	2642.00	965.00	4196.00
11	706.00	2906.00	965.00	4196.00
12-18	770.00	3170.00	965.00	4196.00

\* Undergraduate students taking over 18 credits will be assessed a \$64.00 (resident) or \$264.00 (non-resident) per credit rate for each credit over 18.

## Audit Policy (Credits Taken as Audits)

Any student taking a combination of audits and credits will be charged for all credits and audits at the credit rate. Students registered for audits only (not for credit) will be charged at the rates above. Audits may be taken at no charge if:

1. The student is receiving SSI disability benefits. Bring proof of benefits to the Cashier's Office by February 2, 2009.  
OR
2. The student is 60 years of age as of January 20, 2009 and is a resident of Wisconsin. Proof of age and residency need to be presented to the Registrar's Office.

## Zero Credit Courses

Any course taken for zero credit will be charged at the one credit rate.

## MBA Program

Students in the MBA program will be charged an additional fee of \$30.78 per credit for part time or \$277.02 for full time for resident students and \$32.23 per credit for part time or \$290.07 for full time for non-resident students in addition to regular Graduate fees.

## Athletes/Reciprocity

Athletic scholarship students WILL be charged the \$2 United Council Fee (USC) which must be paid, along with any other fees not covered by your scholarship, by Monday, February 2, 2009, in order to avoid assessment fees (late fees).

### Athletes:

Scholarship athletes who drop classes may lose their scholarship eligibility and incur charges for classes dropped. If you drop or withdraw from classes, please contact the Cashier's Office for revised billing information.

### Minnesota Students:

Minnesota Reciprocity students will be charged a per credit surcharge.

## USC Fee

This refundable \$2 fee was authorized by the Board of Regents and approved by a student referendum at UW-Parkside. This money is used to finance lobbying efforts and other activities on behalf of students. Refunds for those students not wishing to contribute can be obtained by written request to:

United Council of U.W.  
Student Governments, Inc.  
122 State Street Center, Suite 500  
Madison, WI 53703

## Late Fees

The Assessment for the Administrative Expense fee (late fees) for all students paying fees **after Monday, February 2, 2009, will be: \$5 per credit to a \$60 maximum. This fee will be charged to all unpaid accounts beginning February 3, 2009.**

Students who have not paid their fees in full or have not contracted with Tuition Management Systems by February 2, 2009, will begin accruing a **1% per month delinquency charge (interest)** on their unpaid balance. A **HOLD** will remain on the student's records until the account is paid in full.

## Excess Credit Policy

Effective beginning Fall 2005, all resident undergraduate students who have accumulated 165 credits or 30 credits more than required by their degree programs (whichever is greater) will be assessed a surcharge equal to 100 percent of the regular resident tuition, on credits beyond that level.

## *NSF Checks*

Checks returned from the bank due to “insufficient funds”, “stop payment”, or “account closed” must be replaced with cash, cashier’s check, money order, or credit card. **NO EXCEPTIONS.** Additional charges, including a \$20 NSF fee (\$10.50 NSF fee for e-checks), late fees, interest, and any necessary collection costs, will be added to the student’s account as of the replacement date. There will be a HOLD on the student’s records until the returned check, plus additional charges, are paid in full. Any person with two or more returned checks totaling \$20 or more within a twelve month period, will have check writing privileges revoked campus-wide for a year.

## *Income Tax Credit*

Students and/or parents may be eligible for tax credits relating to some tuition expenditures. Form 1098-T will be available to the student in January, 2010. If you have questions regarding the Hope Scholarship or Lifetime Learning Tax Credit for income tax purposes, please contact your tax preparer. A brochure prepared by TIAA-CREF which briefly explains the tax benefits is available in the Cashier’s Office.

## *Due Dates*

**Your tuition/residence life payment is due by Monday, February 2, 2009.** Mailed tuition payments must be postmarked on or before Monday, February 2, 2009, to avoid the assessment for administrative expense (late charges). Failure to pay tuition by the scheduled due date will prevent the student from:

- a) Registering for future semesters.
- b) Making schedule changes.
- c) Getting official transcripts or grades.

Students with the residence life food plan may also find that their meal cards have been cancelled for non-payment of fees. **The university does refer seriously delinquent accounts to a credit bureau and to a professional collection agency. Any collection costs incurred by the university will be added to the student’s account. Approximately 30% of the current balance is added to the account for collection fees.** Accounts sent to an agency for collection and later appealed will still pay collection costs if appeal is granted.

## *Payment of Fees*

Beginning in December, students who have registered for the Spring 2009 semester will receive notices to check their SOLAR account. These notices will be sent via e-mail to the student’s Parkside email account. If you would like a paper bill sent to you please contact the Cashier’s Office, at [cashiers.office@uwp.edu](mailto:cashiers.office@uwp.edu) or phone 262-595-2258.

**Fee notices are not sent for added or dropped classes.** See “ADDS” or “DROPS” sections for your fee obligation for added or dropped classes.

**Failure to receive a fee notice will not excuse students from payment deadlines. Contact the Cashier’s Office if you have not received a billing notice. Student balances are available on the SOLAR system.**

**“NOTE: Students will not be billed for classes on a “Wait List”. When classes are added, students should check their account on SOLAR or contact the Cashier’s Office to request a new bill.**

**Your tuition/residence life and other fees are due by Monday, February 2, 2009.** Payments may be made to the UW-Parkside Cashier’s Office by cash, personal check, cashier’s check, or money order. Make all checks or money orders payable to University of Wisconsin-Parkside and be sure to include the student’s identification number (SID) on the check. Personal checks must include a preprinted name and address. **Starter checks are not accepted.** Tuition may be paid by mail addressed to:

**ATTN: CASHIER’S OFFICE  
UNIV OF WI-PARKSIDE  
900 WOOD ROAD – PO BOX 2000  
KENOSHA, WI 53141-2000**

Student’s may also pay at the Cashier’s Office in Wyllie D193 or put payments in the Drop Slot located to the right of the security door of our office. For your own protection, please do not send cash payments through the mail or the drop slot. You may also pay online on the SOLAR SYSTEM with a credit card or e-check. A convenience fee will be charged when you pay online. **Credit Card payments are not accepted at the office or by phone.**

If your tuition and fees are being paid by an agency or employer, make certain that you have the authorization letter submitted to the Cashier’s Office by February 2, 2009. Students who provide authorizations after February 2, 2009, are liable for late fees and interest. Authorizations will not be accepted after the semester has ended. If payment by an employer is dependent on grades, the student is responsible for payment of fees by February 2, 2009.

## Payment Plans

Payment Plans are available through Tuition Management Systems. You can access their link at:

<https://www.afford.com/uwp>

## Adds

During the first week of the semester, a student may add any course for which he/she has met the prerequisites. During the second week, appropriate courses may be added with the permission of the instructor. Beginning with the third week, a course may not be added. The Registrar's Office will determine comparable deadlines for courses less than a semester in length.

**For part time students, added classes will always result in additional fees (see course schedule for specific deadlines).** If, after the 100% refund period, you drop one class and add another class of the same number of credits, you will be charged the percentage charge for the dropped class and the full charge for the added class. So even though your total number of credits remains the same, your charges will increase accordingly. **When adding or dropping classes, check your SOLAR account after making changes.** If you would like a paper bill sent to you, please contact the Cashier's Office, at [cashiers.office@uwp.edu](mailto:cashiers.office@uwp.edu) or phone 262-595-2258.

### WHEN TO PAY FOR ADDS

For courses added, you must pay the additional fees by the end of the week in which you add in order to avoid an administrative assessment fee (late charge) for those courses. For example, if you add a course on Monday you must pay for that course by Friday of that week. Additionally, charges for a course added on Friday must be paid on that day in order to avoid a late fee.

## Drops

A student may drop any course during the first half of the semesters. The Registrar's Office will determine comparable deadlines for courses less than a semester in length. **After the deadline, a student may request permission to drop a course only for extraordinary non-academic reasons. Any such request must be submitted no later than the last day of instruction.** Before requesting permission to drop, the student should discuss his/her circumstances with the instructor. Refer to the current catalog for additional information.

**IMPORTANT – Dropping a class after the drop fee date for that class will result in the assessment of a \$15 per credit hour drop fee.**

A student who never attends (or stops attending) a course in which he/she has enrolled and who does not drop the course through the appropriate office will receive a failing grade.

A student who drops a course after the fourth week of the semester will receive a transcript notation of "W". (In the case of module courses, the W notation will be applied if the drop occurs after one-third of the course period has passed).

Even though you do not attend a course for which you registered, you will be charged unless you drop that course. If you drop the course within the specified refund period, (see Refund Schedule) your charges will be reduced accordingly. After the drop fee date (see course schedule for dates), students will be charged a \$15 per credit fee for dropping classes in addition to the percentage charged assessed per the Refund Schedule. **For drops after the fourth week of classes, there will be no refund. The official date of an add or drop is the date your add/drop is entered into the Student Information System by Student Records or the SOLAR System.** If you have any problems with the SOLAR System, please contact the Help Desk immediately at (262)595-2444. If the office is closed, please leave a message.

## Withdrawal Policy

### Withdrawal from the University (by dropping all classes)

A student may withdraw from the university during the first half of the semester. The Registrar's Office will determine comparable deadlines for courses less than a semester in length. **After the deadline, a student may request permission to withdraw only for extraordinary non-academic reasons. Any such request must be completed by the last day of instruction in that semester.** The request must include a written explanation of the circumstances leading to the request of documentation, if appropriate. Any such requests are to be submitted to the Advising Center for appropriate action. Students may not request a withdrawal from a completed semester. Please see Advising Center for current policy.

**DROPPING A CLASS OR WITHDDRAWAL FROM THE UNIVERSITY MAY RESULT IN A FINANCIAL OBLIGATION FOR TUITION AND FEES AND MAY NECESSITATE REPAYMENT OF FINANCIAL AID.**

In addition, Federal and State regulations for financial aid require a refund calculation to occur for financial aid recipients through the 60% point of the semester. Contact the Cashier's and Financial Aid Offices for information.

*Non-attendance does not constitute withdrawal.*

## Refund Schedule

### Full Semester Classes

Withdrawal During	Dates	Refund	Charge
1 <sup>st</sup> /2 <sup>nd</sup> Week of Classes	Jan 20-Feb 2	100%	0%
3 <sup>rd</sup> /4 <sup>th</sup> Week of Classes	Feb 3-Feb 16	50%	50%
After 4 <sup>th</sup> Week of Classes		0%	100%

### Modular Courses

2 Week Mod	3-4 Week Mod	5-7 Week Mod	8-11 Week Mod
1 <sup>st</sup> Week-100%	1 <sup>st</sup> Week-100%	1 <sup>st</sup> Week-100%	1 <sup>st</sup> Week-100%
2 <sup>nd</sup> Week-None	2 <sup>nd</sup> Week-25%	2 <sup>nd</sup> Week-50%	2 <sup>nd</sup> Week-50%
	3 <sup>rd</sup> Week-None	3 <sup>rd</sup> Week-None	3 <sup>rd</sup> Week-25%
			4 <sup>th</sup> Week-None

- Weekend College Classes follow a different refund schedule. Call the Cashier's Office for information.
- Students receiving Financial Aid awards may receive refunds different than the above published percentages.

## Appeal Process

If you believe that your individual circumstances warrant an exception to the published policies, you may appeal drop fees to the Registrar and all other fiscal appeals to the Vice Chancellor. The appeal must be in writing and mailed to:

### For Drop Fees:

**Rhonda Kimmel, Registrar**  
**University of Wisconsin-Parkside**  
**900 Wood Road**  
**PO Box 2000**  
**Kenosha, WI 53141-2000**  
**Email: rhonda.kimmel@uwp.edu**

### For All Other Fees:

**Dr. William Streeter, Vice Chancellor**  
**University of Wisconsin-Parkside**  
**900 Wood Road**  
**PO Box 2000**  
**Kenosha, WI 53141-2000**  
**Email: william.streeter@uwp.edu**

Appeals may be granted for extenuating circumstances. Supporting documentation is required. Please include Student Identification Number, Phone Number and Address.

**Accounts sent to an agency for collection and later appealed will still pay collection costs if the appeal is granted (average 30%).**

## Parking Permits

Parking on University properties is controlled and allowed by permit only. All vehicles parked in Campus lots must have a UW-P parking permit. Failure to properly display a permit will result in a ticket. For special rules regarding handicap/disabled permits please refer to the parking regulations guide available at the Cashier's Office or call the University Police Office at 595-2455.

Students have the option of ordering their permit from their SOLAR account and having the charge added to their student account or purchasing their permit directly at the University Police Department, by credit card, cash or check. Fees are as follows:

Annual Commuter Student	\$60
Semester Commuter Student	\$60
Annual Housing Student	\$60

## ***Parking Permits (Continued)***

All parking permits will need to be picked up at the University Police Department located in Tallent 188.

## ***New Student Fees***

Incoming freshmen will have a New Student Fee of \$125 added to their tuition bill for the Orientation Fee, Course Placement Fee and Ranger Card (Campus ID).

### **Course Placement Fee**

All new degree-seeking students will be charged a non-refundable \$20 fee for participation in the placement program. This is a required part of the enrollment process.

### **Orientation Fee**

All new freshmen are required to attend orientation. A \$70 orientation Fee will be charged to the student's account. This fee is non-refundable.

### **Ranger Card (ID) Fee**

A \$35 fee will be charged to all new student accounts for the student's ID (Ranger Card). New students need to visit the Ranger Card Office in WYL D 193 after registering for courses. There they will fill out some simple paperwork and have a photo taken. The ID card will be sent to the student's primary address via U.S. Postal Service within 3 to 5 business days. Upon receiving the ID card the student must activate it by logging on to:

<http://www.uwpRangerOne.com>

## ***Residence Life & Food Service Information***

### **Deposit**

All Residence Life and Food Service applications require a \$50 pre-payment/security deposit at the time they are submitted.

### **Refunds and Forfeitures**

A contract termination granted for any of the following will subject the resident to a forfeiture of the \$50 prepayment/security deposit and/or prorated-charges of rent and food used:

- Voluntary withdrawal from the university;
- Academic suspension from the university;
- Any unusual and compelling circumstances which, in the judgment of the Director of Residence Life, entitles the resident to special considerations; verification of circumstances is required.

A refund of \$50 will be processed when written notice of cancellation for the following reasons is received at least one week prior to hall opening:

- Assignment to or participation in a University sponsored program requiring the student to live out of the area.
- Graduation
- Marriage
- Waiting List Status

## ***Residence Life Rate Information***

### **University Apartments**

Small Double	\$1600
Double	\$1795
Single	\$2095

### **Ranger Hall**

Double	\$1845
Single	\$2145

### **Food Plan**

Plan 1	\$940
Plan 2	\$1045
Plan 3	\$1150
Plan 4	\$1253

All residents must purchase a food plan for each academic semester.

## Financial Aid Information

Financial Aid will be electronically posted to a student's tuition account if an award has been accepted, the student is enrolled for the correct number of credits, and the funds have been received by UW-Parkside. To comply with Federal Cash Management Regulations, we will not begin to disburse financial aid to tuition accounts until ten days prior to the start of classes.

Awarded Financial Aid will be credited to the student's UWP account. Tuition and fees will be deducted from the credited amount. If there is excess financial aid above tuition and fees, a refund will be generated. Refunds will be processed as requested when activating the RangerOne Card Account. Refunds are transmitted weekly after FA is credited to the UWP account and will be available as follows:

<b>RangerOne Card</b>	<b>Immediately after transfer is completed</b>
<b>ACH to other Bank Account</b>	<b>3 Business Days</b>

### First Time Stafford Loan Borrowers

First time borrowers must complete Stafford Loan Entrance Counseling and a Master Promissory Note (MPN). To access go to [www.uwp.edu](http://www.uwp.edu). Click on Financial Aid Quick Links, click on Loans, Loan Counseling, and then click on Stafford Entrance Counseling. Complete loan counseling and MPN.

### First Time Perkins Loan Borrowers

First time Perkins Loan borrowers must complete loan entrance counseling and Master Promissory Note for the Perkins loan. To access go to [www.uwp.edu](http://www.uwp.edu). Click on Financial Aid Quick Links, click on Loans, Loan Counseling, and then on Perkins Entrance Counseling. Complete loan counseling and MPN.

### Financial Aid Disbursements and Credit Level

If you are enrolling for less than full-time status, you should contact the Office of Student Financial Aid to ensure your aid has been adjusted accordingly. Your enrollment level at the end of the 100% refund period will be used to determine aid award levels if a financial aid application is on file at that time.

### Non-Electronic Funds Transfer (EFT) Loans

Only loan checks from non-participating EFT banks and scholarship checks payable to the student need to be signed at the Cashier's Office. All loan checks not signed within one week of receipt will be returned to the lender. Students will be notified via e-mail when their paper loan check has been received. Students who have check(s) that must be signed and then applied to a student's account will receive appropriate refunds as designated by the student when he/she activates their RangerOne Card.

**Important:** Check your e-mail. The University will be corresponding with you via e-mail.

Any questions regarding fees or payment information should be addressed to the Cashier's Office, (262)595-2582 or (262)595-2258.

**NOTE: To receive financial aid you must do the following:**

1. Complete the FAFSA (Free Application for Federal Student Aid) on the web at: [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
2. If selected for verification, submit additional documents as requested.
3. Upon receipt of award notification from the Financial Aid Office, go to the internet site: [www.uwp.edu](http://www.uwp.edu), QuickLinks, SOLAR System link, Finances, Accept/Decline Awards. Proceed with the online instructions.
4. Disbursed financial aid will be credited to the student's account. Tuition and fees will be deducted from the credited amount.
5. Balances that are not covered by financial aid are due by Monday, February 2, 2009.

### Late Filers

If your financial aid has not been awarded and/or has not been accepted by the tuition due date, you are subject to administrative assessment fees (late fees) and applicable interest.

**Pay total tuition and fees by Monday February 2, 2009.**

## Tuition Receipt Letters

Tuition receipt letters may be requested by students needing verification of payment for a particular semester. Financial Aid amounts received (including loans) will be listed on the letter, as well as the number of credits completed, and the amount paid for that semester. There will be a \$5 per semester charge for each letter requested. Payment is required at the time of request. Letters will be available for pick up or will be mailed two business days after the request.

## Phone Numbers

Admissions	262-595-2355
Advising Center	262-595-2040
Bookstore	262-595-2301
Cashier's Office	262-595-2258
Cashier's Office FAX	262-595-2340
Child Care Center	262-595-2227
Disability Service	262-595-2610
Financial Aid	262-595-2574
Information	262-595-2345
Library	262-595-2166
RangerCARD Office	262-595-2307
Residence Life	262-595-2320
Student Records	262-595-2284
Transcripts	262-595-2281
University Police	262-595-2455
Veterans Service	262-595-2160

## Office Hours (Hours are Subject to Change)

### Advising – Wyllie 107

January 20<sup>th</sup> – 22<sup>nd</sup> 7:45 a.m. – 6:00 p.m.

### Regular

Monday and Thursday 7:45 a.m. – 6:00 p.m.

Tuesday, Wednesday & Friday 7:45 a.m. – 4:30 p.m.

### Bookstore – Wyllie D174

January 12<sup>th</sup>-15<sup>th</sup>, 23<sup>rd</sup>, & 29<sup>th</sup> 8:30 a.m. – 6:00 p.m.

January 16<sup>th</sup> & 30<sup>th</sup> 8:30 a.m. – 4:00 p.m.

January 17<sup>th</sup> & 24<sup>th</sup> 10:00 a.m. – 3:00 p.m.

January 19<sup>th</sup> 12:00 p.m. – 4:00 p.m.

January 31<sup>st</sup> 11:00 a.m. – 3:00 p.m.

### Regular

Monday - Thursday 8:30 a.m. – 6:00 p.m.

Friday 8:30 a.m. – 4:00 p.m.

### Cashier's Office – Wyllie D193

January 20<sup>th</sup> – 22<sup>nd</sup> 7:45 a.m. – 6:00 p.m.

### Regular

Monday and Thursday 7:45 a.m. – 6:00 p.m.

Tuesday, Wednesday & Friday 7:45 a.m. – 4:30 p.m.

### Financial Aid – Wyllie D191

January 20<sup>th</sup> – 22<sup>nd</sup> 7:45 a.m. – 6:00 p.m.

### Regular

Monday and Thursday 7:45 a.m. – 6:00 p.m.

Tuesday, Wednesday & Friday 7:45 a.m. – 4:30 p.m.

### Student Records – Wyllie D189

January 20<sup>th</sup> – 22<sup>nd</sup> 8:00 a.m. – 6:00 p.m.

### Regular

Monday and Thursday 8:00 a.m. – 6:00 p.m.

Tuesday, Wednesday & Friday 8:00 a.m. – 4:30 p.m.