

CASHIERS OFFICE WYLLIE D193 PHONE: (262)595-2258 FAX 262/595-2340

cashiers.office@uwp.edu

# PACC TUITION INFORMATION SPRING 2018

## **Important information**

Tuition is due on or before <u>February 9, 2018</u>

#### Billing

- Tuition and fees are available for students to view in solar
- Email notices are sent to student's Parkside email at the beginning of the term informing students to check their tuition account in solar
- Additional email notices are sent periodically throughout the term to students with unpaid balances
- Printed bills can be done by students in solar or requests can be made to the cashiers office
  - o To print your bill:
    - Log on to your solar account. Find the drop down box under "finances" and select "account activity" and click>>. On the account activity page select the desired term and click the "printer friendly page" button.

### **Payments**

- The cashiers office takes cash or check payments at the counter
- Online payments can be made in solar with credit cards or echecks
  - Student is responsible for merchant fees:
    - o echeck flat rate of \$3.00
    - Credit card rate of 2.5% of payment
- We offer a 3 month payment plan through UWP solar account
  - Log on to your solar account. Find the drop down box under "finances" and select "enroll in payment plan" and click>>.
    - Payment due dates: Feb 9<sup>th</sup>, March 9<sup>th</sup>, and April 6<sup>th</sup>
    - In order to have the payment plan fee waived you must contact the cashiers office to identify yourself as a PACC student.

#### Penalty Fees

- Late fees of \$6.25 per credit will be applied to accounts after the tuition due date
  - o late fee max \$75.00
- A monthly interest charge of 1% will start to accrue on accounts with unpaid balances starting in November.
- Registration, grade viewing, official/unofficial transcript requests are blocked on past due account

## For Important Information not listed on this sheet including refund schedule:

• Please refer to the cashier's office web page, http://www.uwp.edu/departments/cashiers.office/
Information Release Form

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 Information Release Consent 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: http://www.uwp.edu/departments/cashiers.office or at http://www.uwp.edu/departments/registrar/documents/InfoReleaseConsentForm.pdf

PLEASE CONTACT THE CASHIERS OFFICE WITH ANY CONCERNS OR QUESTIONS YOU MAY HAVE!