January 2015

To Whom It May Concern:

The University of Wisconsin – Parkside is committed to working with our community partners to support the success of our students, many of whom are your tenants, clients, and/or service recipients. We are providing this letter in an effort to inform you of a procedural change related to financial aid which may impact a student’s ability to meet his/her financial obligations at the beginning of the school term.

A change was made last fall which impacts the financial aid disbursement process at UW-Parkside. Students are still adjusting to the new schedule of reimbursements. For the Spring 2015 semester, students will receive financial aid refunds (if applicable) by the close of business on the 11th day of classes (February 16, 2015). This is, in some cases, up to two and a half weeks later than in previous academic years. This change was implemented to better align with federal financial aid requirements and to ensure that changes to a student’s course schedule during the add/drop period would be appropriately accounted for prior to the refund being processed.

In addition to this letter, the impacted student can share with you a copy of his/her student account which will show the amount of financial aid available as well as the impending charges for tuition and fees. From this, an estimate of the refund can be calculated to show you the future funds that will be available to the student for his/her other financial obligations.

It is our hope that you will be lenient with February payment deadlines in light of this information. While the students’ academic success is our utmost priority, we recognize that there are many other necessities in students’ lives. We hope that you will work with this particular student to resolve any payment issues.

If you have any questions, please do not hesitate to contact the Dean of Students Office via email at DeanofStudents@uwp.edu or by phone at 262-595-2598. Thank you in advance for your assistance.

Sincerely,

Tammy L. McGuckin
Dean of Students