

University of Wisconsin Fox Valley

Fall Semester 2003

Fee Facts and Statement Information

Fall Semester classes begin Tuesday, September 2. You will receive only one statement for payment regardless of whether you change your course schedule. Call the Business Services Office at 920-832-2613, or stop in for information about your fees if you are not clear about the amount due. If you have questions regarding the courses for which you are registered, call the Student Services Office at 920-832-2620.

Payment of Fees

Payment must be received on or before September 15, 2003. Payment may be made by cash, check, or money order. Make checks payable to UW-Fox Valley. Be sure to include your name and student identification number or social security number on the check. Payment by credit card (Visa, Master Card, or Discover) may be made only via the internet at your PRISM account page. An installment payment plan is available; see *Installment Credit Agreement*, below.

If payment is not received by September 15, 2003, your registration will be canceled (you will be withdrawn from your classes) and a \$50 fee will be assessed for non-payment of fees. (See Dropping Credits/Withdrawal and Late Registration for additional details.)

For checks returned because of non-sufficient funds, there is a \$20.00 charge, plus any financial institution charges. If the check is made good after September 15, 2003, the \$50 administrative fee and assessments for late payment will be applied. A returned check could result in loss of registration.

Pay your fees by mail for your convenience and to avoid lines. Address your envelope to:
Business Services Office
UW-Fox Valley
1478 Midway Road
Menasha, WI 54952-1297

To receive your receipt, include a self-addressed stamped envelope.

Payment may be made at the Business Services Office during business hours as listed at the end of this publication. A depository box at the Business Services Office is available for payments at any time during building hours.

Fee Schedule

Fees for Fall Semester 2003 are as follows:

Wisconsin		Wisconsin	
Credits	Resident Fees	Credits	Resident Fees
1	\$ 143.70	7	\$ 997.80
2	\$ 286.05	8	\$1,140.15
3	\$ 428.40	9	\$1,282.50
4	\$ 570.75	10	\$1,424.85
5	\$ 713.15	11	\$1,567.20
6	\$ 855.45	12-18	\$1,707.45
		19+	\$ 133.35/credit

Non-Resident Fees		Non-Resident Fees	
Credits	Non-Resident Fees	Credits	Non-Resident Fees
1	\$ 506.20	7	\$3,535.30
2	\$1,011.05	8	\$4,040.15
3	\$1,515.90	9	\$4,545.00
4	\$2,020.75	10	\$5,049.85
5	\$2,525.60	11	\$5,554.70
6	\$2,030.45	12-18	\$6,057.45
		19+	\$ 495.85/credit

The fee schedule for Minnesota residents is available at the Business Services Office.

Fees for asynchronous courses are: 3 credits - \$510; 4 credits -\$680. Fees are assessed at all credit load levels (including 12-18) in addition to fees for standard, non-asynchronous courses. A \$60 administrative fee is also assessed per course. The administrative fee is not refundable after August 22, 2003.

Audit-only students must have the instructor's permission before registering. The fee schedule for audit courses is approximately 30% of fees for resident fees, and 50% of 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. The fee schedule for audit students is available from the Business Services Office.

Assessments for Late Payment

Payment of tuition after September 15, 2003 will be assessed an additional \$5.00 per credit, to a maximum of \$60. Classes meeting less than 12 weeks have a shorter period for payment of fees. Consult with the Business Services Office for details.

Adding Credits

Adding credits may result in additional fees. Return completed course "Add" forms to the Student Services Office immediately. Your course addition is official on the day your form is received by the Student Services Office. A revised statement will NOT be issued when adding a course.

If you add a course during the first 2 weeks of classes, you have until September 15, 2003 to pay any additional fee. Payment made after September 15, 2003 will be subject to assessment for late payment.

If you add a course after September 15, 2003, you must pay any additional fees the same day you add the course. Payment made later will be subject to assessment for late payment.

Dropping Credits/Withdrawal

If you decide to drop a class or to not attend any classes, your fees will NOT be adjusted until you officially drop the course(s). Students who do not attend the FIRST class meeting of a course MAY be dropped from that course. There is no refund for courses dropped after September 29, 2003.

Course Drop and Withdrawal forms are available from the Student Services Office. The date the Student Services Office receives your form is the official date of your action. If you drop or withdraw by mail, the postmark date is the official date.

If you received financial aid and withdraw from the university, repayment of your financial aid may be required.

A withdrawal fee of \$25 will be assessed if withdrawal is made after August 22, 2003, and on or before September 15, 2003. Withdrawal made after September 15, 2003, requires payment of 50% of class fees; withdrawal after September 29, 2003, requires payment of 100% of class fees.

Installment Credit Agreement

Sign up at the Business Office in person by September 15, 2003. This is a personal loan through this University. Bring a driver's license, birth certificate or other legal proof of birth date.

1. Eligibility:
You are eligible for the Installment Credit Plan unless:
 - You are carrying less than three credits
 - You owe charges from a previous semester such as tuition, parking fines, library fines, etc.
 - You were late with one or more of your payments from a previous semester
 - You are younger than 18 years old and do not have a parent or guardian to co-sign your contract.
2. Down Payment/Balance Due:
Down payment = \$200 (includes a \$10.00 enrollment charge)
Remaining balance is due: 50% due by October 6, 2003
50% due by October 27, 2003
A late installment fee of \$25.00 is assessed if either of the remaining payments is late (\$25/late payment). Interest at 1.25% per month is charged on the outstanding balance if the last payment is not paid timely; this is in addition to the \$25.00 charge.
3. Installment Credit Agreement:
The installment credit agreement is a loan contract with this University. It is a legal document and therefore, you must be 18 years old at the time of the signing. Proof of birth date is required; a driver's license, birth certificate or other legal document showing birth date is needed. If you are 18 or older, you must sign the contract; your parent may not sign for you. If you are younger than 18 years, a parent or legal guardian must co-sign the document.
4. Added Credits:
The additional tuition will be divided between the remaining payments.
5. Dropped Credits:
A reduction in tuition will be reflected in the remaining installment payments. No new contract is needed.
6. Late Installment Fee:
Tuition is due the dates indicated above. There is no grace period. The late installment fee is \$25.00 for EACH payment that is late. Interest is charged at 1.25% per month on the outstanding balance after the last installment payment is due.
7. Late Sign-Up:
If an installment credit plan is started after the second week of classes, in addition to the down payment, an administrative charge for late payment is charged and collected at the time the promissory note is completed.

Financial Aid

If you are receiving financial assistance (including federal and state financial aid, scholarships, veteran's administration support, or from other sources), you are responsible for the timely payment of your fees. Note that delivery of financial aid is not permitted before September 12, 2003. New borrowers receiving either a Stafford Subsidized or Unsubsidized Loan for the first time at UW-Fox Valley must receive entrance loan counseling before a loan check may be disbursed. Entrance loan counseling is available via the Internet at www.uwc.edu (select Financial Aid, and then select Online Loan Entrance Counseling). Disbursement of the loan is allowed after October 2. Financial aid information is available through the Student Services Office.

Financial aid awards will be based on the number of credits in which you are enrolled on Tuesday, September 9, 2003.

Check with the Business Services Office to inquire if your checks are ready for delivery. At the time of delivery of your financial aid the amount of fees owed to the university will be deducted from the aid you are to receive. You will receive any balance. Aid may not be disbursed to you until after your fees are paid.

If you are a financial aid applicant who has received a financial aid award letter but your financial aid will not be available on or before September 15, you may be eligible for a fee deferment by contacting the Student Services Office. You can check your financial aid estimated disbursement date on your PRISM account.

Please Note: A fee deferment is not available to 1st-time borrowers/1st-year students receiving only a Subsidized Stafford Loan or Unsubsidized Stafford Loan. The estimated disbursement date for these loans is October 2.

If you are receiving aid from another campus, you are responsible for payment of fees at UW-Fox Valley. A consortium agreement will not cause your aid to be used to make payment of fees at this campus. You are responsible for making the payment.

Concurrent Enrollment

If you are enrolled at another University of Wisconsin campus, your fees may be adjusted depending on the total number of credits for which you are registered. To receive an adjustment for which you may be entitled notify the UW-Fox Valley Business Services Office whenever you are concurrently enrolled at another UW campus. A copy of a paid receipt and current class schedule from the other UW campus(es) will be required to adjust your fees.

Refund Policy

If you withdraw from this university or drop a course, your refund will be mailed to you, usually by the end of the semester. The amount of your refund will be based on the official date of your withdrawal or course drop. It will be calculated according to the following schedule for 12-16 week courses (shorter term courses have a different refund schedule; consult the Business Services Office):

Through September 15: 100% September 16-29: 50%

After September 29: No refund

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

United Council Fee

The total fee listed in the Fee Schedule includes a \$1.35 remittance to the United Council of University of Wisconsin Student Governments (UC). This once-per-semester refundable fee was authorized by the Board of Regents and approved by a student referendum. You may request a refund by writing to: United Council, 8 Mifflin St. Room 203, Madison, WI 53703.

Business Services Office

Office Hours

The regular office hours for the UW-Fox Valley Business Services Office are:

Monday through Friday, 8:00 a.m. to 4:00 p.m.

The office will be open until 6:30 p.m. Tuesday, September 2, and Monday, September 15.

Student Services Office

Office Hours

The regular office hours for the UW-Fox Valley Student Services Office are:

Monday and Tuesday, 7:45 a.m. to 7:00 p.m.

Wednesday and Thursday, 7:45 a.m. to 5:00 p.m.

Friday, 7:45 a.m. to 4:00 p.m.

Telephone Numbers

Business Services Office: 920-832-2613

Student Services Office: 920-832-2620

Please call if you have any questions about your schedule or statement.

Parking Permit Required

A parking permit is required to use university parking lots. Permits are available at no cost. Complete and return the parking permit form included with this mailing. A permit will be provided to you upon payment of tuition.