Spring Semester (Term 1164) classes begin Jan. 25. Tuition is due no later than Feb. 5. You will NOT receive an invoice! Please check your PRISM account for balance owed.

2015-2016 Tuition and Fees per semester

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>Out of State</th>
<th>Reciprocity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12–18 credits</td>
<td>$2,568.30</td>
<td>$6,060.18</td>
<td>$2,568.30</td>
</tr>
<tr>
<td>Each Cr Over 18 Cr</td>
<td>$197.93/cr</td>
<td>$488.92/cr</td>
<td>$197.93/cr</td>
</tr>
<tr>
<td>Part-time:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – 11 credits</td>
<td>$214.03/cr</td>
<td>$505.02/cr</td>
<td>$214.03/cr</td>
</tr>
<tr>
<td>Audit, under age 60</td>
<td>$59.00/cr</td>
<td>$244.00/cr</td>
<td>$59.00/cr</td>
</tr>
</tbody>
</table>

To view details of tuition and segregated fees, go to: http://uwec.edu/money-matters/business-office/tuition-fees/sheboygan

*Does not include special course flat fees, NODE, or distance education fees (compressed video / audio graphics).

MUA SPECIAL COURSE FEES will be charged during the semester for all MUA courses taken by non-music majors.

SPECIAL COURSE/DE FEES are refundable if course is dropped on or before Feb. 5. (MAT/Hawkes special course fees are NOT refundable.)

To view details of special/additional course fees, go to: http://shb.uat.uwex.uwc.edu/admissions/business-office/additional-fees

SENIOR AUDIT FEES: The state legislature has approved a fee waiver for Wisconsin resident seniors age 60+. Students can audit university courses tuition-free with the consent of the instructor and provided space is available. Additionally, audit fees shall not be charged to residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42USC 401 to 433. Senior audit students must pay per credit textbook rental fee and special course fees where applicable.

AUDIT FEES FOR THOSE ALSO ENROLLED IN CREDIT COURSES (students under age 60.) Students who combine both credit and audit courses will be charged for-credit rate for all courses.

ONLINE COURSE FEES are charged at a rate of $238.00 per credit plus a $25.00 per credit administrative fee. This fee is refundable only through the last day of online registration. Online course fees are charged on top of on campus tuition and fees. Visit UW Colleges website online at: www.online.uwc.edu.

Option 1
Payment of Fees by Payment in Full via Cash or Credit

Pay your fees online to save time. Credit cards (MasterCard/Visa/Discover) and web checks are accepted through the student’s PRISM account. A service fee of 2.5% of the payment amount is charged for using a credit card. Web checks are free. Go to http://www.uwc.edu/prism.

Or pay your fees by cash or check in Business Services during business hours. The depository box next to Business Services is available for payments after office hours. After hours payments will be entered the next workday.

By mail, send check to: UW-Sheboygan Business Services
1 University Drive
Sheboygan, WI 53081

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

Make checks payable to UW-Sheboygan. Be sure to include your name and student identification number on the check. For checks returned because of non-sufficient funds, there is a $20.00 charge plus applicable bank fees as well as possible mandatory late fees. A returned check could result in loss of registration.

For students already registered, if payment or payment arrangement is not made on/before Feb. 5, 2016, a $100.00 Late Fee will be charged. (See Dropping Credits/Withdrawal and Late Registration for additional details.)

Any student whose account goes into default will be responsible for all collection costs associated with the collection of the past due amount (approx..35% of balance.)

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Option 2
Payment of Fees utilizing Payment Plan

$200.00 down payment and completion of UWC’s Terms and Condition for Enrollment/Credit Agreement (Due no later than Feb. 5) is required for Pay Plan to be activated. Down payment can be made in Business Services or online to your PRISM account.

You are NOT eligible for the Credit Agreement if:
- You owe charges from a previous semester such as tuition, parking fines, library fines, etc.
- You are carrying less than three credits.
- You are younger than 18 years old and do not have a parent or guardian co-sign your contract.

*For those students that are under the age of 18, please print a hard copy of the Terms and Conditions (TAC) for Minors and have a parent co-sign and submit to a designated UW Colleges Staff member. Obtain/print form from: http://uwec.edu/money-matters/business-office/tac

After $200 down payment, the remaining balance due dates are as follows:

1st 50% due by Mar. 4, 2016 ***
2nd/Final 50% due by Apr. 1, 2016 ***

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***Invoices will not be sent to remind you of these deadlines. A pay plan late fee of $35.00 will be assessed if either payment is not paid in full or not paid at all.

Option 3
Payment of Fees by additional Financial Aid

The balance on your account may automatically be reduced by your pending financial aid (which has been awarded, accepted, and approved.) A Financial Aid Waiver is noted as "waiver" on your account. If a balance is owed beyond these "waivers," you MUST pay balance in full or enroll in Credit Agreement before or by Feb. 5, or you will automatically incur a $100 late fee.

FINANCIAL AID CENSUS DATE:
Your financial aid for spring 2016 will be paid based upon the number of credits for which you are registered at the end of the 10th day of classes—Feb. 5. If you add credits after that date, you will not receive additional aid.

GENERAL FINANCIAL AID INFORMATION:
The UW Colleges student financial system, which manages registration and tuition payments, also processes financial aid. Initially, most grants, institutional scholarships, and student loans that have been awarded, will be credited electronically to individual student accounts after the 10th day of classes. If the amount of aid exceeds the amount of tuition and fees (which will be paid FIRST) the UW Colleges Business Office will mail a check in the amount of the excess to the student.

The amount of the financial aid refund is based on your enrollment credits and financial aid status as of the date of the check. If you add credits, reduce credits or withdraw from all your classes, you need to contact Student Affairs for information on how this will affect your financial aid. A reduction in credits could make you liable for repayment of Financial Aid.

Check your PRISM account to see if any financial aid amounts have been credited to your account and/or any checks have been sent. You are responsible for the timely payment of tuition and fees. In the event financial aid is not disbursed, it is imperative that a payment plan option is secured.
**Bookstore Charges**

Students who have aid sufficient enough to cover the cost of their tuition with additional money to cover other expenses may be eligible for a Book Store Charge Authorization. This would allow the book expenses to post to their account and have their financial aid pay all charges due.

**Adding Credits**

Adding credits may result in additional fees. Please check your PRISM account. Go to: [www.uwc.edu/prism](http://www.uwc.edu/prism).

If you add a course during the first week of classes, you have until the end of the second week (10th day) to pay any additional fees. Payment made after your tuition due date will be subject to assessment for late payment.

If you add a course after the second week of classes or later, you must pay any extra fees the same day you add the course. Payment made later will be subject to assessment for late payment.

**Dropping Credits/Withdrawal/Refund Policy**

If you decide to drop a class or not to attend any classes, your fees will NOT be adjusted until you officially drop the course(s). The date your drop/withdrawal is posted in PRISM, is the official date of your action.

If you withdraw from UW-Sheboygan or drop a course, and you have a refund due you, a check will be mailed to you, usually within 5-6 weeks. The amount of your refund will be based on the official date of your withdrawal or course drop.

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

**Refund Schedules for Withdrawals or Drops with Full Payment of Tuition:**

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>100%</td>
<td>100%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>100%</td>
<td>25%</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Payment Due Schedule for Withdrawal/Dropping Courses without Payment of Tuition:**

<table>
<thead>
<tr>
<th>Session</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 wks &amp; over</td>
<td>None</td>
<td>None</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>8 wks - 11 wks</td>
<td>None</td>
<td>None</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>5 wks - 7 wks</td>
<td>None</td>
<td>50%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>3 wks - 4 wks</td>
<td>None</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Withdrawal Fee**

Students who withdraw from UW Sheboygan Jan. 25 through Feb. 5 will be charged a $50 withdrawal fee.

**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 inquire about fee adjustment, contact UW-Sheboygan Business Services. A copy of a paid receipt from the other UW campus(es) will be required to evaluate potential adjustment to your fees owed to UW-Sheboygan.

**Business Services**

**920-459-6693 email: shbbserv@uwc.edu**

The regular office hours for Business Services are:

- Monday, Tuesday, Thursday: 8 AM – 5 PM
- Wednesday: 8 AM – 3 PM
- Friday: 8 AM – 4 PM

**Student Affairs**

**920-459-6633 email: shbsserv@uwc.edu**

The regular office hours for Student Affairs are:

- Monday, Wednesday, Thursday: 8 AM – 5 PM
- Tuesday: 8 AM to 6:30 PM
- Friday: 8 AM to 4 PM

**Disclaimer**

Although we have made every reasonable effort to be factually accurate, UW Colleges, UW-Sheboygan and their employees assume no legal liability for the accuracy or completeness disclosed herein. Because the University reserves the right to withdraw or add offerings and make other necessary changes after this has been printed, this is a guide and is not an irrevocable contract between the student and UW-Sheboygan or UW Colleges. All information contained on the Business Services website and this brochure is subject to change without prior notice.

(01/04/2016)

Please follow these steps:

- ✔ Check your PRISM account
- ✔ Clear all holds
- ✔ Pay tuition or make arrangements by the appropriate deadlines!