

**UNIVERSITY OF WISCONSIN**  
**RIVER FALLS**

Accounts Receivable Office  
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River Falls, WI 54022-5001

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**WHEN AND WHERE  
DO I PAY TUITION  
AND FEES**



**AND OTHER IMPORTANT  
INFORMATION**

**WHEN DO I PAY  
TUITION AND FEES?**

**Deposit**

Prior to registration for Fall term, you must pay all current and prior term balances plus a \$100.00 deposit. *Future term Financial Aid cannot be used to pay the \$100.00 deposit.*

Enrollment and registration deposits will not automatically apply to open charges. The initial \$100 payment will be held for future term deposits. Students will use eSIS to move the deposit to the next registration term. A student may request a refund or application to his/her student account using eSIS if a deposit is not needed for future terms. Students with no registration activity for the past four terms and recent graduates will receive automatic refunds of the deposit. Refer to the Deposit Policy on the Accounts Receivable website for more information.

**Billing**

Approximately August 15, 2006, a billing statement will be sent to the billing address you designate in eSIS or your home address. The initial due date is September 13, 2006, and will be on the bill, your eSIS account summary, and online at [www.uwrf.edu/accounts-receive](http://www.uwrf.edu/accounts-receive). Please note that adding or dropping classes may result in changes to the amount due. Check your eSIS account prior to payment if class changes have occurred.

**Finance Charges**

To avoid all finance charges, pay your account in full by September 13, 2006. Your account will be placed on the partial payment plan if your account is not paid in full by September 13, 2006. 1% per month finance charge will be added to the outstanding balance. A finance charge will be assessed each month on the unpaid balance until financial aid is applied to the student's account and the account is paid in full.

**First Installment Payment**

A minimum of 40% of your total charges is due by September 13, 2006. Please note that adding or dropping classes may result in changes to the amount

due on the August 15<sup>th</sup> billing statement. Check your eSIS account prior to payment if class changes have occurred. Please contact Accounts Receivable at (715)425-3200 if you are paying less than 40% of the total.

**Second Installment Payment**

A billing statement for the remaining balance will be sent to you at your billing address or dorm approximately September 26, 2006 with a 1% finance charge added. A minimum of 50% of the unpaid balance on your Academic Fee Account is due October 13, 2006. Please contact Accounts Receivable at (715)425-3200 if you are paying less than 50% of the remaining balance.

**Final Installment Payment**

A billing statement will be sent to you at your billing address or dorm on approximately October 26, 2006 with a 1% finance charge added to the unpaid balance. Your Academic Fee Account is due in full on November 14, 2006. Please contact Accounts Receivable at (715)425-3200 if you cannot pay your account in full by November 14<sup>th</sup>.

**General Information**

Non-receipt of monthly statements does not excuse non-payment by the due dates. Academic fee information is available through your eSIS account. It is your responsibility to report address and email changes and corrections to the University using eSIS. Students not making their own payments must forward bills to their parents or payment sources.

NSF or any other returned checks are considered non-payment. There is a \$20 charge for all returned checks.

UWRF does NOT cancel courses for non-attendance or non-payment. Students are responsible for knowing the refund policy which is based on withdrawal dates. Additional information on fee payments, the partial payment plan, and withdrawals is available at: [www.uwrf.edu/accounts-receive](http://www.uwrf.edu/accounts-receive)

Fee and payment information is available online using eSIS. Go to Student Center>Finances>Account Inquiry>activity tab. There is a \$2 charge for duplicate fee statements for each prior term requested.

## TAX RELIEF ACT

A 1098T will be mailed to the student's home address by January 31. The 1098T will show qualified charges billed during the previous calendar year. If a duplicate of the original is required, there will be a charge of \$2 per request.

## REFUNDS

Reductions in charges or refunds for withdrawals and course drops are determined by the UW - System Board of Regents Refund Policy. Refund periods are determined by session. The refund percentages for the **regular** session are:

September 6-12	100% less \$50.00
September 13-19	100% less \$100.00
September 20-26	50%
September 27-October 3	50%
After October 3, 2006	No Refund

Reductions and refunds are based on total amounts charged, not amounts paid. No refunds or reductions are made after week 4 of the semester for the regular session. Refer to [www.uwrf.edu/accounts-receive](http://www.uwrf.edu/accounts-receive) for refund schedules for sessions of less than 12 weeks.

Room and Board refunds will be made on a weekly pro-rated basis. Questions, please call Student Services at (715) 425-4663.

Special Course Fees are refunded 100% through week 2 of courses running 10 weeks or more and through week 1 of courses running 9 weeks or less. Special course fees are non-refundable after this time. Appeals of this policy should be directed to the department charging the Special Course Fee.

### Students withdrawing from the University and receiving Title IV Aid (Federal Financial Aid)

Title IV Aid is prorated on a daily basis. Students are not eligible for 100% of Title IV Funds until the student has completed at least 60% of the term. Withdrawing prior to that time may mean that the student will have to repay a portion of Title IV funds. For more information, go to [www.uwrf.edu/accounts-receive](http://www.uwrf.edu/accounts-receive) Refunds, or contact Accounts Receivable at (715)425-3145.

### RECIPROCITY

Minnesota students should apply for reciprocity as soon as possible. Non-resident tuition rates will be charged until reciprocity is approved. You may apply for reciprocity online at: [www.getreadyforcollege.org](http://www.getreadyforcollege.org) Be sure to select the 2006-07 academic year.

## WHERE DO I PAY TUITION AND FEES?

### INTERNET:

MasterCard credit card payments and electronic check (ACH) payments are accepted through eSIS Student Center. MasterCard payments are only accepted over the internet and a 2.5% convenience fee will apply. There is no fee for using ACH.

### BY MAIL:

Mail the top portion of your billing statement with your check or money order payable to the "University of Wisconsin - River Falls" to:

CASHIER'S OFFICE  
UW - RIVER FALLS  
410 S 3<sup>RD</sup> ST  
RIVER FALLS WI 54022-5001

Allow sufficient mailing time for your payment to be received by the due date. *Please enclose a self-addressed stamped envelope, if you would like a fee receipt.*

### IN PERSON:

Pay at the **CASHIER'S OFFICE**  
217 North Hall

The Cashier's Office is open from 8:30 am to 3:30 pm Monday through Friday during the Academic year and 8:00 am to 2:30 pm Monday through Friday during the Summer (May 22 through August 18.) After hours payments can be left in the Cashier's Drop Box.

### CASHIER'S DROP BOX:

Deposit an envelope containing your statement and payment in the drop box outside the Cashier's Office. Payments deposited after 3:30 p.m. are credited to the next days business. *Please enclose a self-addressed stamped envelope, if you would like a fee receipt.*

## IMPORTANT INFORMATION FOR FINANCIAL AID RECIPIENTS

Financial Aid funds from the following programs - PELL, WHEG, TIP, WIG, SEOG, PERKINS LOANS, STAFFORD LOANS\* (SUBSIDIZED AND UNSUBSIDIZED), AND UWRF SCHOLARSHIPS **will be credited directly to your account to pay institutional charges.** You can use eSIS to determine if funds have been credited to your account.

\*ALL STUDENTS RECEIVING A PERKINS LOAN FOR THE FIRST TIME AT UW - RIVER FALLS ARE REQUIRED TO COMPLETE AN ENTRANCE LOAN COUNSELING SESSION AND AN ELECTRONIC MASTER PROMISSORY NOTE. THE WEB SITE TO COMPLETE THE REQUIREMENTS IS

<http://www.ecsi.net/promj1>

\*ALL STUDENTS RECEIVING A STAFFORD LOAN FOR THE FIRST TIME AT UW - RIVER FALLS ARE REQUIRED TO COMPLETE AN ENTRANCE LOAN COUNSELING SESSION. CONTACT THE FINANCIAL ASSISTANCE OFFICE FOR FURTHER DETAILS AT (715) 425-3141 OR THEIR WEB SITE AT

[HTTP://WWW.UWRF.EDU/FINANCIAL-ASSISTANCE/](http://www.uwrf.edu/financial-assistance/)

\*STAFFORD LOAN AWARDS ARE REDUCED BY 3% FOR A LENDER ORIGATION FEE.

**REFUND CHECKS** (OVERPAYMENT CAUSED BY DIRECT CREDIT OF FINANCIAL AID FUNDS) WILL BE AVAILABLE BY APPROXIMATELY SEPTEMBER 20TH. ACCOUNTS RECEIVABLE AND THE CASHIER'S OFFICE CANNOT GIVE OUT REFUND INFORMATION OVER THE PHONE. CHECK YOUR eSIS STUDENT CENTER, ACCOUNT ACTIVITY, FOR REFUNDS. REFER TO THE REFUND LINE FOR THE REFUND DATE. ADD TWO BUSINESS DAYS TO THE REFUND DATE TO DETERMINE THE DATE YOUR CHECK WILL BE AVAILABLE IN THE CASHIER'S OFFICE. THE CASHIER'S OFFICE REQUIRES WRITTEN NOTIFICATION IF YOU WOULD LIKE YOUR REFUND MAILED. REFUND CHECKS FOR LESS THAN \$5.00 ARE NOT ISSUED.

\*PRIVATE SCHOLARSHIPS RECEIVED IN THE FALL ARE DIVIDED BETWEEN FALL AND SPRING UNLESS SPECIFIED IN WRITING BY THE CONTRIBUTING AGENCY.