

CASHIER (BURSAR)

Mission Statement

The Bursar/Cashier's Office (<https://www.uwsuper.edu/paying-for-college/bursars-office/>) provides a centralized, automated revenue receipting system that includes collection of payments for tuition, fees, books, room, board and miscellaneous charges, and acts as a deposit service for campus department revenue. The Bursar/Cashier's Office also posts all financial aid loans, grants and scholarships, and disburses refunds. They are committed to satisfying their customer's needs to the best of their ability. They will respond to all requests with courtesy, accuracy, and prompt service.

Semester Costs

Undergraduate and graduate fees are set by the University of Wisconsin System Board of Regents and are subject to change without notice. The amount includes tuition and segregated fees. However, it does not include meals, housing, lab and material fees charged in some courses, or the miscellaneous fees listed elsewhere in this section of the catalog.

The fees listed below are for one semester, full-time undergraduate students. They are for comparison purposes only because we must prepare this catalog in advance. All tuition, fees and other charges are expected to change yearly. For current tuition and fee listings, please visit the Bursar/Cashier's Office (<https://www.uwsuper.edu/paying-for-college/bursars-office/>).

Tuition and Fee Estimate for Fall Semester 2022

WI Resident: \$4,084

Minnesota Resident: \$4,950

Non-resident: \$7,870

Online Courses

Tuition for online (Internet-based) classes vary by program. Online classes are charged separately from "traditional" classes; therefore, they are not included in the undergraduate 12-18 credit tuition plateau.

For current semester costs, prospective students should refer to the Fee Schedule (<https://www.uwsuper.edu/paying-for-college/tuition-and-fees/>) and Payment Information (<https://www.uwsuper.edu/paying-for-college/bursars-office/payment-options-and-due-dates/>) and Due Dates.

Residency Status

Wisconsin requires payment of nonresident tuition by students who are residents of states other than Wisconsin. For undergraduate students, residency status is determined at the time of admission. Residency status of graduate students is determined during the admission process to the Graduate Studies program.

A student's original resident status remains in effect unless the student requests and is granted reclassification. To learn more about residency and reclassification, see the Registrar's Office section of this catalog (<http://catalog.uwsuper.edu/undergraduate/student-services/registrar/>).

Minnesota Students

The Minnesota-Wisconsin Reciprocity Agreement enables Minnesota residents attending UW-Superior to pay the same tuition rate they would

pay at a similar state institution in Minnesota. This offers a substantial savings over the nonresident fee.

To take part in this program, Minnesota students must file for and receive reciprocity before the end of their first semester of enrollment. We recommend students file for reciprocity before the semester starts or as early as possible. It is the student's responsibility to apply for reciprocity. Failure to apply for and receive reciprocity will cause the student to be liable for paying nonresident tuition and fees.

The Minnesota Office of Higher Education requests that students apply for Minnesota Reciprocity online from any internet access computer at: <https://www.ohe.state.mn.us/>

Questions about eligibility, the application process, or technical assistance should be directed to the Minnesota Office of Higher Education at 800-657-3866.

Fees

Auditing Classes Credit Fee Policy

Any course fees or field trip expenses are the responsibility of each student.

1. Wisconsin residents age 60 or older (as of the first day of classes) will have the normal academic fees waived. All other senior citizens will pay a percentage of the per-credit academic fee based on residency (see #6 below).
2. Disabled Wisconsin residents who are receiving disability benefits under either Supplemental Security Income (SSI) program or federal Social Security Disability Insurance (SSDI) program will have the normal academic fees waived.
3. Students taking courses for credit who are also auditing a course will pay full academic fees, just as if all courses were for credit. For example, a student who is taking two three-credit courses for credit and auditing another three-credit course will pay the fees for nine credits, including segregated fees.
4. Audit-only students have the option to pay segregated fees if access to segregated fee-funded services is desired. If segregated fees are not paid, access for audit-only students is limited to the library and non-segregated fee-funded activities of the student union.
5. All auditing students will be charged lab fees and any special course fees.
6. Audit-only students will pay a percentage of the per-credit academic fee based on residency.
 - a. Wisconsin residents under age 60 pay 30 percent of academic fees (rounded).
 - b. Nonresidents pay 50 percent of academic fees and nonresident tuition (rounded).
 - c. Minnesota residents pay 30 percent of academic fees and reciprocity fee (rounded). Minnesota residents must apply for and receive reciprocity from the State of Minnesota. If they do not receive reciprocity, they will be considered the same as nonresidents and will pay according to that schedule.

Lab Fees

Lab fees and where they must be paid are listed in the Class Schedule (<https://www.uwsuper.edu/academics/class-schedule/>). Some lab fees are added to the student's academic fee bill and are payable at the

Bursar/Cashier's Office. Other lab fees require payment at the first class meeting and are paid directly to the vendor conducting the class.

Miscellaneous Fees

- **Add Fee** - A \$20 fee must accompany any late add that occurs during the last week of classes or thereafter.
- **Admission Fee** - A \$56 fee must accompany each application for admission to a graduate program.
- **Senior Fee** - A \$50 senior fee will be assessed to all degree-seeking **undergraduate students** who are senior status (84 or more credits). This fee is assessed one time per student, per degree.
- **Graduation Fee** - A \$50 graduation fee will be assessed to all degree-seeking **graduate students** once 22 graduate-level credits have been earned. This fee is assessed one time per student, per degree.
- **Parking Permit** - A parking permit is required to park in university lots. Permits may be purchased at Parking Services (<https://www.uwsuper.edu/student-life/support-and-services/parking-services/>) located at Catlin Avenue and Belknap Street.
- **Drop Fee** - A drop fee of \$20 will be assessed for each transaction (independent of number of credits) processed after the second week of classes.
- **Withdrawal Fee** - A withdrawal fee of \$50 will be charged to students who withdraw after the semester begins and during the 100% refund period. Students who are de-registered for nonpayment after the semester begins also will be charged \$50.
- **Re-registration Fee** - A \$25 re-registration fee will be charged to all students who are de-registered for nonpayment, petition for readmittance, and are allowed back into classes.
- **Late Payments Fees** - A \$75 late payment fee will be charged if the required down payment is not made by the end of the first week of school. This will be pro-rated for part-time students.
- **Placement Fee** - A \$30 placement fee will be assessed to new freshman.
- **New Student Orientation Fee** - An orientation fee will be assessed to all new freshmen and transfer students.

All fees are subject to change.

Paying Fees

Current information should be obtained by referring to the Fee Schedule (<https://www.uwsuper.edu/paying-for-college/tuition-and-fees/>) and Payment Information (<https://www.uwsuper.edu/paying-for-college/bursars-office/payment-options-and-due-dates/>) and Due Dates published each semester. A Schedule of Student Fees is also available in the Bursar/Cashier's Office, Old Main, Room 136, before each semester begins.

Payment Location

Fees can be paid at the Bursar/Cashier's Office (<https://www.uwsuper.edu/paying-for-college/bursars-office/>), Old Main, Room 136. Fees can also be paid by mail or dropped in the Night Depository slot outside Old Main, Room 136.

Deadline

The exact due dates can be found in the Fee Payment Information published each semester. Failure to comply with these due dates may cause registration to be canceled. This includes students receiving financial aid.

Financial aid may be used to meet the minimum payment due as long as financial aid recipients have completed all necessary requirements to have the aid disbursed by the payment deadline.

Billing and Payment

The university has adopted electronic billing; therefore, no billing statements will be mailed to students. Billing statements for Fall Semester will be available for viewing or printing through E-Hive (<https://www.uwsuper.edu/student-life/support-and-services/technology-services/campuslogins/>) on or shortly after August 1 and for Spring Semester after January 1. Students unable to access the E-Hive portal should contact the Technology Help Desk (<https://www.uwsuper.edu/student-life/support-and-services/technology-services/>) at 715-394-8300 or 1-800-806-2890 for login and password assistance. The Bursar/Cashier's Office will send an e-mail reminder to all registered students' university e-mail accounts informing them to view their bills prior to the payment due date. Failure to access bills online will not excuse any payment due dates or late payment fees.

Terms and Conditions of Fee Payment

Before class registration new students will review and accept the terms and conditions of fee payment. This is our confirmation that you actually plan to attend and agree to the terms and conditions of fee payment. Failure to agree to the terms and conditions of fee payment will prevent registration.

Fee Payment Options for Fall and Spring Terms

The following options are being reviewed and are subject to change. Please visit the Bursar/Cashier's Office for up-to-date payment options.

Tuition is due in full on or before the fifth day of classes. UW-Superior, at its discretion, will extend credit to students unable to pay the tuition in full by the fifth day of classes. Students are not required to sign up for the installment plan. If you plan on participation in the installment plan, make a \$100 minimum down payment by the fifth day of classes. Failure to pay the minimum \$100 by the fifth day will result in a \$75 late payment fee and may result in deregistration from classes.

The installment plan has two options:

Option 1: Partial Payment Without a Service Charge

Make a \$100 down payment on or before the fifth day of classes and pay the balance before the twenty fifth day of the term. This date is published on the Bursar/Cashier's Office Calendar (<https://www.uwsuper.edu/paying-for-college/bursars-office/payment-options-and-due-dates/>) as the first installment date.

Option 2: Partial Payment With a Service Charge

Make a \$100 down payment on or before the fifth day of classes and pay balance in two installments; half by the twenty fifth day of the term and the balance by the forty fifth day of the term. **A service fee of 1.5% will be assessed on the unpaid balance after this date.**

All students are assumed to be on the partial payment plan when they sign the terms and conditions form and until all fees are paid in full.

Failure to pay the balance by the forty fifth day of the term will result in a registration hold.

Financial aid recipients must complete the necessary requirements for the Financial Aid Office (<https://www.uwsuper.edu/paying-for-college/financial-aid/>) by the due dates set in order to use financial aid for the \$100 down payment. Billing dates for the remaining payments will be published on the Bursar/Cashier's Office Calendar (<https://www.uwsuper.edu/paying-for-college/bursars-office/payment-options-and-due-dates/>).

Use of the partial payment plan does not imply that a student can withdraw from school and be excused from the remaining payment for the semester. This plan merely defers portions of the fees to be paid later in the term. If a student withdraws after the refund period ends in the fourth week, fees must be paid in full. A withdrawal fee of \$50 will be charged all students who withdraw after the semester begins and during the 100% refund period. Students who are deregistered for non-payment after the semester begins will also be charged \$50. Terms and conditions are subject to change without notice.

Late Payment Fees

All students are required to make the down payment by the end of the first week of classes. After that, a late payment fee of \$75 will be assessed to full-time students (prorated for part-time students) in the second session week and thereafter. Deregistration may be considered in the fourth session week for students who have not made payment.

Refund of Fees

Refunds result from financial aid disbursements in excess of the balance due and withdrawals during the refund period in excess of payments.

Refunds of less than \$5 will not be processed.

For detailed refund process information, please visit the Bursar/Cashier's Office (<https://www.uwsuper.edu/paying-for-college/bursars-office/>) website.

Miscellaneous Fees

Miscellaneous refunds are made if the department assessing the fee requests the Bursar/Cashier's Office to process a refund. If you believe you are entitled to a refund of a miscellaneous fee, check with the department assessing the fee.

Tuition

Tuition refunds may be made as a result of withdrawal from the university or reduction in the number of enrolled credits. Refunds are pro-rated according to the following schedule:

Fee refund schedule for withdrawals and class drops below full time for full-term courses (excluding summer session):

- First and second week 100 percent refund
- Third and fourth week 50 percent refund
- Thereafter 0 percent refund

Students who withdraw or drop are often required to repay a portion of their financial aid. Please check with the Financial Aid Office (<https://www.uwsuper.edu/paying-for-college/financial-aid/>) for advisement if you are withdrawing.

Official withdrawal forms are available in the Registrar's Office (<https://www.uwsuper.edu/academics/registrars-office/>), Old Main, Room 139. Students are considered enrolled unless an official withdrawal card is on

file. Refunds are based on the date of withdrawal. The date of withdrawal is determined by the Registrar's Office when the proper withdrawal form is filed in the Registrar's Office.

Official Drop/Add forms are available in the Registrar's Office - Forms (<https://www.uwsuper.edu/academics/registrars-office/forms/>), Old Main, Room 139. During the 100-percent refund period, a student who adds and drops credits shall be assessed additional fees or receive a refund based on the net result of those adds and drops. After the 100-percent refund period (starting with the third week), students will be assessed for all adds and drops. A drop fee of \$20 will be assessed for each transaction (independent of number of credits dropped) processed after the second week of classes.

Room and Board, Residence Hall Deposit

Housing and meal plan refunds are made on a weekly pro-rated basis. A session week is defined to end as of 11:59 p.m. each Saturday. Refunds are made in accordance with provisions found in the Housing Contract.

Returned Checks and Delinquent Accounts

A \$20 Non-Sufficient Funds charge will be added to all accounts for returned checks.

Extenuating Circumstance Petitions

This petition form (<https://www.uwsuper.edu/academics/registrars-office/forms/>) is for students requesting waiver or refund of tuition and segregated fees. The members of the decision-making Committee are appointed by the Chancellor according to the guidelines in FPPP44.

Any actions affecting academic record (transcript) must be petitioned through the Credits and Reinstatement Committee.

Tuition Plateau

In the fall and spring terms, undergraduate students enrolled between 12 and 18 credits and graduate students enrolled between 9 and 15 credits will not incur any additional tuition charges. In the summer term undergraduates enrolled between 6 and 9 credits will not incur any additional tuition charges. Lab and program fees are still assessed.

Contact Information

Bursar/Cashier's Office
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