Student Accounts
Cashier’s Office

262-472-1373
sfs@uww.edu
http://www.uww.edu/adminaffairs/sfs/
Student Accounts

- Information on the student’s account
- Answers questions and concerns with proper authorization
- Provide e-bill notifications and e-bill website to students and authorized users
- Process promissory notes for federal loans
Cashier’s Office

- Process payments
- Process scholarships with assistance from Financial Aid
- Refund overpayments
- Ebilling Website
It’s The Student’s Account
And His/Her Responsibility
We’re here to help!
Two forms necessary to access your student’s account information:

- Authorization to Release Information
- Authorized User for E-Billing
Authorization for Release of Information

Student must complete form

- Name **ALL** authorized persons with whom we can discuss their account

**Does NOT** give authorization

- to request documents
- make changes on the account.
- get grades, mail, etc.

**NOT the same as being an Authorized User**
Authorized User for E-Billing

Students set up or change
- Done on e-bill website
- Click Authorized User
- Designate e-mail addresses

Authorized user
- Receives log-in and temporary password
- Access to e-bill website
  - View and/or pay bills based on set up
  - Receive future e-bill notifications
UW-Whitewater e-mail account
  ❖ Official means of communication

E-bill notifications
  ❖ Every 28 days – when there is activity
  ❖ To the student and authorized users
  ❖ Student needs to reset user access

Students can get current information on WINS
Payment Options

On-line immediately or schedule your payment in advance
- Directly from a checking or savings account using the routing number and account number. There is no fee for this option.
- Credit card payments, we accept most major credit cards, Master Card, Discover, American Express and Visa. There is a 2.75% convenience fee, or $3 minimum based on the amount you are paying.

Cashier’s Office (8:00 am - 3:30 pm, Monday-Friday)
- Cash, check, or money order
- Night depository is available when the building is open
- NO credit or debit cards at the window

Mail a check or money order
- Payable to UW-Whitewater
- Include student name and ID
- Allow for mailing time
2015 Payment Deadline

Fall Term - September 11, 2015
(if not using the payment plan)

Enrollment Deposit & Misc.
Charges Must be Paid by term due date

Past due balances receive finance charges and classes are at risk of cancellation
Terms & Conditions for Enrollment Credit Agreement

- Two-month payment plan - must have enrollment deposit paid by the term due date to be eligible

- Valid ONLY for tuition, meals, and housing.

- Activation fee is 1.25% of the eligible charges based on the two-month payment plan

The due date for charges not eligible for the Payment Plan are indicated on the bill.
Payment Deadlines with Payment Plan

Fall 2015 Payment Deadlines

Fall Term Due Date – no payment plan: September 11, 2015

Fall 1st installment with payment plan: October 09, 2015

Fall 2nd installment with payment plan: November 06, 2015

Past due balances receive finance charges and classes are at risk of cancellation
Scholarships and Financial Aid

- Scholarships are treated the same as any other financial aid
  - Need to be received at least 10 days before the due date to allow for processing

- Students receiving financial aid are subject to the same payment deadlines as all other students
  - The first disbursement is scheduled prior to the due date
  - Make sure all requirements are met for your aid to credit
Students receive notifications when they need to do promissory notes

Promissory notes are completed online.

Required before the loan proceeds are applied directly to the student’s account.

Complete promptly to receive by the due date.
Refunds for Overpayment

- Direct deposit
  - avoids mail delays and lost checks
  - set up on the e-billing website
- U. S. Mail
  - Special circumstances only

Parent PLUS loan refunds are mailed to the parent
Students are responsible for additional charges (purple points, health services, overdue library fines, etc.) placed on their account after refunds have been processed.

Students should regularly monitor their account on WINS for the most up-to-date information.
In Summary...

It is the Student’s account

- Contact us for questions

- Need authorization on file to discuss student’s account

- Student sets up authorized users
  - ✓ receive e-bill notifications
  - ✓ view and/or pay bills online

- Payment options
  - ✓ On Line
  - ✓ Cashiers Office
  - ✓ Mail
Contact Us!

Website: www.uww.edu/adminaffairs/sfs/

E-mail: sfs@uww.edu

Call: 262-472-1373

Location: Hyer Hall
8:00 am – 4:00 pm