

Finance Charge Appeal Request

This form is intended for students who are appealing a finance charge reduction or removal. No other charges will be considered. These adjustments are rare as finance charges are automatically calculated based on amount past due at the time of billing. Failure to remit on time payments results in finance charges. It is each UW-W student's responsibility to monitor their WINS student account and UW-W email/communications regularly, and to remit payments by due dates. If an institutional error has been made, the UW-W department or office must request the fee adjustment.

Directions for Appeal:

1. Your account balance (less the fees being appealed) must be paid prior to submitting your appeal.
2. The UW-W student, responsible for the student account, should complete and sign this appeal request form.
3. Provide a sufficient explanation to support your request for reduction/removal of finance charges.
4. Examples of reasons not accepted include, but not limited to:
 - History of late payments, invalid transactions, or account has no credit with the University
 - Timely review of UW-W email, WINS account, or other billing communications was not completed
 - Lack of awareness of the University's payment and billing policies - www.uww.edu/adminaffairs/sfs/termsconditions.html
 - Fees occurred while waiting for financial aid, scholarships, and 529 education plans funds
 - Eligible charges were added close to the due date
 - Finance charges are more than 60 days old
5. Submit this request form to the UW-W Student Accounts Office.
 - **By Mail:** Bursar, Student Accounts, PO Box 88, Whitewater, WI 53190
 - **In Person:** Student Accounts window, 104 Hyer Hall, 8:00 am – 4:00 pm
 - **By Email:** Send the completed form to sfs@uww.edu

Please note:

- All information will be treated confidentially in accordance with applicable privacy laws.
- Appeals submitted with missing information may result in a denial.
- Completing this appeal request does not guarantee a reduction of charges.
- All decisions are final. Please allow 30 days for a response.

All information must be provided. Form must be signed by UW-W student for appeal to be considered.

Student Name: _____ Student ID# _____

UW-W Email Address: _____ Current Phone: (____) _____ - _____

Current Address: _____

Date of Charge: _____ Amount of Finance Charge: \$ _____

Please explain the circumstances that prohibited the balance from being paid in full by the due date:

I have completed all the above information and have read and understand the restrictions of this appeal. I understand that if I am denied this appeal, I will be responsible to pay the appealed amount in full immediately upon receipt of denial (or due date generated on the e-Bill if later).

Student Signature: _____ Date: _____