

FEE AND FINANCIAL AID INFORMATION

RESIDENCY REGULATIONS

Bona fide residents of the state of Wisconsin for one full year prior to the beginning of the term of your enrollment, are exempt from payment of nonresident tuition. Persons continuously employed full-time in this state, who were relocated to Wisconsin by their current employer; or who moved to Wisconsin and accepted current employment before applying for admission to UW-Whitewater, their spouse, and dependents may be exempt from the payment of nonresident fees provided the applicant demonstrates intent to establish and maintain a permanent home in Wisconsin. Intent to become a bona fide resident may be demonstrated or disproved by factors including, but not limited to, filing of Wisconsin income tax returns, eligibility to vote in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, employment in the state, and self-support. In addition, nonresident members of the armed forces (family included) stationed in the state, or stationed at a federal military installation located within 90 miles of the borders of Wisconsin, while living in Wisconsin, students who are graduates of a Wisconsin high school whose parents have been bona fide residents of the state 12 months prior to the beginning of the term of their enrollment or whose last surviving parent was a bona fide resident of the state 12 months preceding his/her death, official refugees who moved to this state immediately upon arrival in the United States who have resided in Wisconsin continuously since their arrival, or minor students or dependent adult students provided one or both parents have been bona fide residents of the state for at least 12 months prior to the beginning of the term of enrollment, are entitled to exemption from nonresident tuition.

However persons entering and remaining in this state principally to obtain an education are presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residency.

MINNESOTA - WISCONSIN RECIPROcity

This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin University. Arrangements to participate in this program may be made by filing an application with the Minnesota Higher Education Services Office, 1450 Energy Park Dr., Suite 350, St. Paul, Minnesota 55108-5227 (Telephone: 651-642-0567 or 1-800-657-3866). More information available at <http://www.ohe.state.mn.us/>.

FEES

See page 13 for fee schedule for Spring 2006. Billing statements will be mailed to all registrants when the fees are set by the University System Board of Regents. The billing statements will be emailed to student email addresses on or about November 21, 2005. The classification of a student, undergraduate or graduate, determines the fees to be paid, not the level of the course in which the student enrolls, i.e., a graduate student pays graduate fees for all units including undergraduate units. The classification for a given term must be determined by the tenth day of classes January 30. It will not be changed after that day.

Fees for College of Business and Economics On-line Graduate Web Courses

The fee for College of Business and Economics on line Graduate web courses is \$550 per unit (credit) for both resident and non-resident students for each on line unit in which the student is enrolled. However, resident students who were admitted to a graduate program in the College before Spring 2002 and who remained in active status would continue to be assessed the resident graduate business fees. Resident students who are first admitted or readmitted/reactivated to the College Graduate program in Spring 2002 or later will be assessed the \$550 per unit.

The \$550 per unit applies to every student, resident and non-resident, who chooses to take a web graduate business class with the exception noted above. The spring 2002 first admitted date for Wisconsin residents also applies to students enrolled in the MPA, MS-CIS, MS-MCS, and MS-SBM programs. Students enrolled in other graduate programs and all guest matriculants will pay the \$550 per unit for on line classes regardless of residency.

Billing Statements

Billing statements for registrants will be emailed by November 21, 2005. THESE BILLS WILL BE EMAILED TO THE STUDENT'S EMAIL ADDRESS.

Students on Financial Aid are subject to the same payment DEADLINES which apply to all other students. DO NOT depend on your Financial Aid to be available in time to pay your University bill.

Enrollment Deposit and University Credit Agreement

A one time enrollment deposit charge will be assessed to Undergraduate Students.

We anticipate sending the first bill for your enrollment deposit on November 21, 2005. Otherwise, the University may cancel your registration. The enrollment deposit payment is due on January 23, 2006

When the enrollment deposit is paid, it will also become the down payment on the University Installment Credit Agreement.

All students using the installment plan must sign and return the installment credit agreement to the Student Financial Services Office by 3:30 p.m. on January 23, 2006. Important facts regarding the installment credit agreement:

- 1) A \$100.00 down payment (enrollment deposit) is required.
- 2) When separating from the University, you may request a refund of the enrollment deposit if your account is in good financial standing and there are no holds on your account.
- 3) A finance charge of 1.25% is assessed on your balance, based on the two month installment plan.
- 4) Finance charges are assessed on balances eligible to be on the installment plan, such as tuition, meal plan, housing.
- 5) Your total balance including finance charges will be divided into two installments.
- 6) Charges not eligible for the installment plan, such as health center charges, are due in full 30 days from the billing date.

The billing statement will be processed on a 30 day billing cycle.

Administrative Charges—Cancellation of Classes

Failure to have an Installment Credit Agreement on file with the University will result in a student paying on a cash basis. These students may be assessed administrative charges up to \$75 if full payment of fees is not received by January 23, 2006. Students registering after this date must pay in full at the time of registration.

A charge of up to \$75 for the cost of additional administration will be assessed for students in off-campus courses, if the account is not paid in full within two weeks of the off-campus class beginning.

Cancellation of registration may result if payments and/or the credit agreement are not received on time.

Prior Obligations

Students who have prior obligations to the University for any term prior to Spring '06 will not be allowed to keep their schedule of Spring courses.

Payment Instructions

Pay your enrollment deposit as soon as possible at the University Cashier's Office which is located in Hyer Hall 104. Regular window hours are 8:30 a.m.-11:30 a.m./12:30- 3:30 p.m. If you mail any payment, please allow 4 to 7 days to remove the hold. All payments must be received by 3:30 p.m. CST on the due dates.

As an undergraduate student, your enrollment deposit will be considered a \$100 down payment. Remember, you must have a signed credit agreement on file with the University to qualify for the installment plan.

Checks should be made payable to UW-Whitewater, and include your name, student ID #, and purpose of payment (Spring '06 deposit & tuition downpayment). Mail payments to University Cashier, P.O. Box 88, Whitewater, WI 53190-0088.

Please allow sufficient time for your payment to reach the University Cashier. The University is not responsible for delays with the U.S. mail, and does not accept postmarks.

Your cancelled check is your receipt. If a cash register receipt is needed, include a self-addressed, stamped envelope with your payment.

Registered Students Have Two Payment Methods Available

Failure to receive a billing statement will not relieve students from their financial obligation to make timely payments. A bill will be emailed by November 21, 2005 for students registered by that date; and January 23 for all students on the University Installment Plan.

The University offers two methods for payment of fees:

Payment in full of all fees

- a) Students who register on or before November 21 will be billed to pay their charges (i.e. academic, room, food, etc.) in full by January 23. Bills will be emailed by November 21, 2005.
- b) If permitted to register after November 21, registrants must pay in full without receiving a bill by January 23.

Installment Bill Dates if Credit Agreement is on file by January 23, 2006:

	BILLING DATES	INSTALLMENT DUE DATES
First Installment <i>(including interest)</i>	January 23, 2006	February 22, 2006
Second Installment	February 22, 2006	March 25, 2006

* All payments must be received by 3:30 p.m. CST on the due dates.

UNIVERSITY POLICY WILL NOT ALLOW PAYMENT DEFERMENTS FOR ANY REASON INCLUDING LATE FINANCIAL AID. STUDENTS MUST SIGN A UNIVERSITY CREDIT AGREEMENT.

Tuition and Fee Reduction for Withdrawals and Cancels

Per the following schedule, any cancellation of courses made during the first four weeks which results in a reduction of unit hours numbering 11.5 or less for undergraduates and 8.5 or less for graduates will merit an adjustment in fees. For refunds, withdrawals, drops/adds, and late payment purposes, a session week ends at the close of regular business.

Term Week	End Date
1	1-23-06
2	1-30-06
3	2-06-06
4	2-13-06

Term/Session Length	Term/Session Week				
	Wk 1*	Wk 2*	Wk 3	Wk 4	after
12 wks & over	100%	100%	50%	50%	None
8 wks thru 11 wks	100%	50%	25%	None	
5 wks thru 7 wks	100%	50%	None	None	
3 wks thru 4 wks	100%	25%	None	None	
2 weeks	100%	None			

Food and housing charges are reduced on a prorated schedule based on the official date of withdrawal.

UNDERGRADUATE FEES

<u>Credit</u>	<u>Resident</u>	<u>Non-Resident</u>
12.0 - 18.0	*2,627.16	7,826.04

11.0	2,409.00	7,174.64
10.0	2,190.00	6,522.40
9.0	1,971.00	5,870.16
8.0	1,752.00	5,217.92
7.0	1,533.00	4,565.68
6.0	1,314.00	3,913.44
5.0	1,095.00	3,261.20
4.0	876.00	2,608.96
3.0	657.00	1,956.72
2.0	438.00	1,304.48
1.0	219.00	652.24
.5	109.50	326.12

*Undergraduate fees increase by \$184.50 for each credit taken over 18. Non-Resident fees increase by \$617.74 per credit taken over 18. If you do not wish to pay 100% of your charges at registration, you must make a \$100 down payment and sign a Credit Agreement and Marital Property Form. Please read your UW-Whitewater Schedule of Classes CAREFULLY.

Audit Only

<u>Credit</u>	<u>Resident</u>	<u>Non -Resident</u>
3.0	165.90	926.40
2.0	110.60	617.60
1.0	55.30	308.80
.5	27.65	154.40

Wisconsin residents who are age 60 and over, or who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401-433 may audit courses without charge except for payment of special class or lab fees. The proper paperwork must be completed in the Registrar's Office.

GRADUATE FEES

<u>Credit</u>	<u>Resident</u>	<u>Non-Resident</u>
9.0 & over	3,160.98	8,465.94
8.0	2,810.24	7,525.76
7.0	2,458.96	6,585.04
6.0	2,107.68	5,644.32
5.0	1,756.40	4,703.60
4.0	1,405.12	3,762.88
3.0	1,053.84	2,822.16
2.0	702.56	1,881.44
1.0	351.28	940.72
.5	175.64	470.36

Special Graduate Business Fees

<u>Credit</u>	<u>Resident</u>	<u>Non-Resident</u>
9.0 & over	3,438.00	8,756.01
8.0	3,056.48	7,783.68
7.0	2,674.42	6,810.72
6.0	2,292.36	5,837.76
5.0	1,910.30	4,864.80
4.0	1,528.24	3,891.84
3.0	1,146.18	2,918.88
2.0	764.12	1,945.92
1.0	382.06	972.96
.5	191.03	486.48

If you do not wish to pay 100% of your charges at registration, you must make a \$100 downpayment and sign a Credit Agreement and Marital Property Form. Please read your UW-Whitewater Schedule of Classes CAREFULLY.

Audit Only - Graduate

<u>Credit</u>	<u>Resident</u>	<u>Non-Resident</u>
3.0	280.98	1,352.46
2.0	187.32	901.64
1.0	93.66	450.82
.5	46.83	225.41

Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 402 USC 401-433 may audit courses without charge except for payment of special class or lab fees. The proper paperwork must be completed in the Registrar's Office.

University Housing Rates Per Semester

These prices are subject to change without notice. Call 472-4255 for more information.

Double Room	1,221.00
Single Room	1,872.00
Triple Room	1,100.00
Designed Single	1,608.00
Two-Person Suite	1,800.00
Extended Double	1,420.00

Audit Fee Policy

For purposes of audit, there are two categories of students: 1) students who are taking courses on an audit-only basis, with no courses for credit; 2) students who are taking a combination of courses for credit and courses for audit.

Student Fee Waivers for UW-Extension Independent Study Course

All students enrolled in UW-Whitewater for any given term and who currently desire to enroll in UW-Extension independent study courses must gain enrollment status substantiation within the first two weeks of any term from the Director of Student Accounts Office, Hyer Hall, Rm 110, certifying such enrollment status.

If a student is enrolled full time at UW-Whitewater, the fees payable to UW-Extension will be waived. If a student is enrolled less than full time at UW-Whitewater, the fees payable to UW-Extension will be prorated accordingly. In order for a waiver or proration to be used, students must enroll in UW-Extension courses within the first two week period of UW-Whitewater's term. All enrollments in UW-Extension after this two week period will require that a student pay full fees at UW-Extension.

All new registrants (not adds or drops to existing schedules) will require a minimum payment of \$100 prior to registering for courses. The full payment will be required for any registration charges less than \$100.

EXCESS CREDITS

The University of Wisconsin System Board of Regents Excess Credits Policy requires that resident undergraduate students who earn more than 165 credits toward their first undergraduate degree pay a surcharge for all credits beyond 165. The surcharge will approximately double the tuition that resident undergraduates pay and will be applied to students in the term following the one in which they reached the earned credit limit.

The Excess Credits Policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward the first baccalaureate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165-credit limit. In addition, advanced placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit.

Students who have questions about the policy should contact their college advisor.

FINANCIAL AID

Recipients

Financial aid recipients, including students receiving Federal Direct Loans, must be prepared to pay the \$100 enrollment deposit out of personal funds and sign a credit agreement if one is not on file. Financial aid will start to be disbursed 10 days prior to the beginning of the term. Before the term begins, refund checks will be mailed to your “home address on record.” After the term begins, your refund check will be mailed to your “local address on record.” Financial aid is based on the number of units for which the student is officially registered on the 10th day of classes. Enrollment will be reviewed and financial aid revised if the credit load does not match the load for which the student was packaged. It is the student's responsibility to verify his/her official enrollment on the 10th day of classes. Recipients are required to use their financial aid to pay University obligations. Audited courses do not count as units attempted for financial aid. PELL, SEOG, LAWTON, WHEG, TIP, INDIAN, PERKINS, Direct Subsidized Loan, Direct Unsubsidized Loan and Direct PLUS Loan recipients will have their approved awards directly credited to their accounts. The e-billing statements detail such credits. A student having a credit balance will be issued and mailed a refund check.

Federal regulations require that all **first-time borrowers** through the William D. Ford Federal Direct Loan program(s) complete Entrance Loan Counseling. This requirement must be completed before your loan funds will be credited to your account.

Per federal requirements, Direct Loan disbursements are delayed 30 days for all first-year, first-time borrowers.

All Direct Loans must be disbursed in two installments. If a student accepts a loan for only one semester, the disbursements will be divided within the semester. Half of the Direct Loan will disburse at the beginning of the semester; the other half will disburse at the midpoint of the semester. The same is true for the PLUS Loan.

REFUND CHECKS WILL BE MAILED TO STUDENTS. **UNIVERSITY CASHIER WINDOW HOURS**

December 27-30	8:30 a.m. - 11:30 a.m. 1:00 p.m. - 3:30 p.m.
January 3-13	8:00 a.m. - 3:30 p.m.
January 17-19	8:00 a.m. - 4:00 p.m.
January 20	8:00 a.m. - 4:00 p.m.
January 23 - 26	8:00 a.m. - 4:00 p.m.
January 27 - May 18	8:30 a.m. - 3:30 p.m.

STUDENTS RESIDING OFF CAMPUS MUST BE PREPARED TO PAY THEIR EXPENSES OUT OF PERSONAL FUNDS UNTIL FINANCIAL AID ARRIVES.

Federal Policy for Return of Title IV Funds

The Financial Aid Office must adhere to federal law when determining the return of financial aid to the financial aid programs.

Withdrawal

If a financial aid recipient withdraws during a term, the Financial Aid Office must calculate the amount of Title IV aid the student did not earn. Unearned funds must be returned to the Title IV Programs.

The basic formula is:

Percent of enrollment
period completed based on
withdrawal date

$$\times \text{or could have} = \text{Earned Aid}$$

Aid that disbursed
disbursed

$$\text{Aid that disbursed or could have disbursed} - \text{Earned aid} = \text{Unearned aid}$$

The school must return:

Amount of institution charges X The percent of aid that was unearned

Student must repay:

The amount of unearned Title IV aid to be returned - The amount of unearned Title IV aid due from the school

If the repayment of funds affects grant dollars received, the student's repayment of these funds will be reduced by 50 percent.

Students will repay loan funds based on repayment terms of the promissory note. Repayment of grant funds in full can be arranged with the school if paying in full or with the Department of Education if a payment schedule needs to be arranged.

If a student withdraws the first term, but plans to return spring term, he/she must submit WRITTEN notification to the Financial Aid Office so that aid may be reinstated and/or revised. If a student fails to notify the Financial Aid Office, the aid will remain cancelled.

FINANCIAL AID PROGRESSION STANDARDS

Satisfactory Academic Progression Policy

To comply with current federal regulations, the Financial Aid Office at the University of Wisconsin-Whitewater will monitor the progress of students toward degree completion requirements. In order to receive and continue to receive financial aid, students must comply with the following three components of satisfactory progress:

- Minimum grade point average,
- Minimum credits completed, and
- Maximum time frame (credit attempts)

Students who fail to complete their degree requirements within the prescribed length of time, fail to maintain the required cumulative grade point average, and/or do not pass the minimum number of credits will not be eligible for federal, state, or university grant funds.

The progress or lack of progress of students will be monitored at the end of each spring semester and summer term (if the student attends summer). Academic Dismissal and Maximum Time Frame Standards (180 undergraduate credit attempts) will be monitored at the end of each semester. All credits will count in the evaluation regardless of where or when they were earned, including credits earned during semesters or summers when no financial aid was received.

Standard for Grade Point Average

All undergraduate students (including transfer students) are required to have a cumulative 2.0 grade point average by the end of their second academic year. Special students (students seeking a second degree) are required to maintain a cumulative 2.0 grade point average at all times, and graduate students are required to maintain a cumulative 3.0 grade point average and/or be in good standing in their program.

Standard for Minimum Credits Completed

All undergraduate and graduate students must successfully complete 67% of attempted credit hours per year. For example, if a student was enrolled for 12 credits fall semester, 15 credits spring semester, and 6 credits during the summer, the student would need to successfully complete 22 credits. Failing a class or receiving an incomplete in a class is not considered successfully completing the class.

The successful completion of a credit attempted is credit for which a grade of A, B, C, D, or S is received. A grade of F, W, U, I, NC, or N represents unsatisfactory completion of a course. A grade of D for a graduate student is not considered as successful completion of the credit(s) attempted.

Determination of a student's enrolled (attempted credits) will be made on the 10th day of each semester.

Standard for Maximum Time Frame

The total maximum time frame for undergraduate students receiving financial aid cannot exceed 150% of the published length of the program. For example, a program requiring 120 credits for graduation would allow 180 credit attempts ($120 \times 150\% = 180$). When enrolled in degree programs that have a published minimum credit requirement for graduation of greater than 120 credits, financial aid eligibility may be extended. The 150% rule does not apply to graduate students.

The maximum time frame for undergraduate students seeking a second degree (special students) is 90 credits.

Transfer Students

Transfer credits from other institutions will be added to UW-Whitewater credit attempts to determine the total number of credit attempts (180 maximum) for an undergraduate student.

Probation

Any student who has been placed on academic probation will be placed on SAP probation as well. Any student who does not meet the standard for minimum credits completed at the end of the spring semester (or summer) will be placed on SAP probation. Students attending the summer term will be re-evaluated at the end of summer. The student will be notified prior to the beginning of the next fall semester of his/her status.

Any student on SAP probation will have one year to improve his/her deficiency. A student may continue to receive financial aid while on probation. The student will need to successfully complete 67% of all attempted credits for that year and meet the minimum cumulative grade point average standards while on probation in order to return to good standing status.

Ineligible for Financial Aid

Any undergraduate student that does not have a cumulative 2.0 grade point average by the end of his/her second academic year is ineligible for financial aid until such time as a 2.0 is attained. Any graduate student that does not maintain a cumulative 3.0 grade point average is ineligible for financial aid until such time as a 3.0 is attained. A student on SAP probation who does not meet good standing status by the end of the next evaluation period will be ineligible for financial aid.

A student who is academically dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the university, appeals the SAP ineligibility, and has the appeal approved.

Once a student has become "ineligible" for financial aid, he/she will not automatically become "eligible" or in "good standing." The student would first be placed on "probation" again but eligible for financial aid. If the student then meets all requirements at the end of the next evaluation period while on "probation," he/she would then become "eligible."

Reinstatement of Financial Aid Eligibility

A student ineligible for financial aid due to SAP policy (except the 150% rule) will need to do the following to regain eligibility: Complete at least one semester without financial aid; achieve at least the minimum cumulative grade point average (2.0 or 3.0); and, successfully complete 67% of attempted credit hours for the semester.

Appeal Procedure

If a student believes that his/her satisfactory progress as determined by the Financial Aid Office is incorrect, it is the student's responsibility to contact the Financial Aid Office and provide documentation of changes in information to the transcript (i.e., grade changes, completion of incomplete classes, etc.)

Students may appeal their ineligibility due to circumstances beyond their control, i.e., death of a family member, student illness/hospitalization.

A written letter of appeal may be submitted to the Financial Aid Office for review. Appeals should explain in detail the reason(s) for not meeting the standards for academic progress. Appeals must be submitted and approved prior to the end of the semester for which the student is appealing to receive financial aid. A sub-committee of the Academic Standards Committee will hear SAP appeals. Members of the Appeals Committee for Satisfactory Academic Progress include a representative from the Provost's office, a faculty member, and director of financial aid or her designee.

The committee may approve a plan designed by the Academic Advising & Exploration Center staff to return the student to good standing status that differs from the above prescribed terms and conditions.

Consortium Agreement Credits: Credits taken at other institutions while on consortium agreement at UW-Whitewater will be considered as transfer credits in the Satisfactory Academic Progress Policy.

Withdrawals: Withdrawals, either from a course or from the University, will have the credits counted as attempted credits if the student was enrolled on the 10th day of the term.

Repeated Courses: Repeated courses will count in the calculation of credits attempted. The initial enrollment of the course will count once and any repeat will count once.

Incomplete Courses: Incomplete course work will not be considered as being successfully completed. An incomplete grade will count as credits attempted and credits not earned until the UW-Whitewater Registrar's Office records a passing grade. A student who wants his/her completed grade considered sooner than the next review is required to notify the Financial Aid Office of the new grade.

Remedial Courses: Remedial courses are allowed and will be funded; this includes classes in English as a Second Language. These courses will be subject to review under all aspects of the Satisfactory Progress Policy.

Audited Courses: Audited courses are not taken for credit and are not funded by financial aid. Therefore, audited courses are not considered in this policy.

Academically Eligible Students/Ineligible for Financial Aid: Students who are ineligible due to any of the above-mentioned reasons will be ineligible for federal and state financial aid, however, may still enroll if not academically dismissed by the University at his/her own expense.

Study Abroad: Grades for credits attempted in study abroad programs are often delayed in being reported to the Registrar's Office. These credits are considered as credits attempted, not earned until the Registrar's Office posts the passing grades. Once the grades are posted, it will be the student's responsibility to notify the Financial Aid Office.

The tenth day of classes in each term determines full-time or half-time enrollment status. Graduate students enrolled in 9 or more units are full-time and students with 4.5 - 8.5 units are half-time. Audit credits do not count either in enrollment status determination or in the calculation of academic progression. Summer enrollment is determined at the end of the last summer session.

SPECIAL STUDENTS

Special students must meet the same criteria as continuing students. Undergraduate special students must maintain a 2.0 and pass at least 67% of attempted credits. Graduate special students must maintain a 3.0 and pass at least 67% of attempted credits.

REQUIREMENTS FOR REPAYMENT OF FINANCIAL AID IF YOU WITHDRAW

Federal regulations require repayment of aid based on a direct pro-ration of days not in attendance. This could *severely* penalize aid recipients financially if they withdraw from school prior to the 60% point in the affected term.

Although full tuition is charged (100%) by the end of the first month of the term, only a small percentage (about 25%) of financial aid may now be kept at that point.

Students desiring to withdraw in the 5th through the 9th week of the term will have to pay full tuition, while much of their aid will be rescinded for non-attendance. The university believes that this could cause economic hardship for affected students when and if this happens. Below are examples of repayment requirements.

Day of Withdrawal	7th	14th	21st	28th	35th	49th	56th	65th -107th
% of tuition charged	0%	0%	50%	50%	100%	100%	100%	100%
% of aid that may be kept	6%	13%	19%	26%	32%	45%	52%	100%
% of aid to be repaid	94%	87%	81%	74%	68%	55%	48%	0%

Please consider the following alternatives before officially withdrawing: 1) speak with your professor, 2) get tutorial help, 3) reduce your course load, 4) seek help from the various counseling services available to you on campus. *Use all resources available and try to avoid withdrawing!*

Contact the Financial Aid Office, Hyer 130, 472-1130 for information.

VETERANS ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE

The Registrar's Office, Baker Hall, Room 27 (472-1211) is the certifying office for veterans benefits at the University of Wisconsin-Whitewater. The St. Louis DVA has both a toll free number (1-888-442-4551) and an e-mail address (stlrpo@vba.va.gov) available for individual inquires. In addition, County Veterans Offices are available for assistance at each county seat.

<u>TRAINING</u> <u>TIME*</u>	<u>UNITS PER TERM</u>	
	<u>UNDERGRAD</u>	<u>GRAD</u>
Full Time	12	9+
3/4 Time	9-11	5-8
1/2 Time	6-8	4
1/4 Time	1-3	3

- 3/4 = Three quarters (75%) of full time benefits payable on a monthly basis.
1/2 = One half (50%) of full time benefits payable on a monthly basis.
-1/2 = Less than one half time; tuition & fees only

** Per VA directive, a course which does not meet for the full TERM will only count during those weeks that the course meets.*

State Benefits

Enrolled veterans who were on active duty may qualify for additional benefits under the Wisconsin Grant Program. Contact a County Veterans Service Office or the Veterans' Coordinator, Registrar's Office, for more information.

Federal Benefits

Veterans benefits may also include tutorial assistance if there exists a documented deficiency in any subject required for completion of a degree program. Contact the Veterans' Coordinator for an application.

Refer to the Undergraduate or Graduate Catalog for the academic performance criteria that are expected from all University of Wisconsin-Whitewater students, including those individuals receiving VA benefits. In addition to those rules and regulations, veterans who are receiving VA benefits should be aware of these stipulations:

1. Short (8-wk) courses could affect your benefits.
2. Taking a course on a satisfactory/no credit basis may result in an overpayment of benefits for that term if the veteran receives no credit for the course.
3. Courses taken off campus or at another school may not count toward the enrollment certification. If taking courses at two schools concurrently, veterans must check with the Veteran's Coordinator if they wish to use benefits at both schools.
4. Audit units do not count as units for benefit certification purposes.
5. A repeat enrollment of a "D" grade may not count for benefit level determination, nor will repeats for no credit.
6. The University is required to notify the VA of any change of enrollment, change of program and/or withdrawal in order to determine the effect on future and past benefit eligibility. Unless the veterans claim "mitigating circumstances", they may be liable for repayment of the benefits. Veterans should contact the Veterans' Coordinator to determine the effects of a change before that action is taken, and if "mitigating circumstances" can be claimed, file a statement of those circumstances. Veterans may be required to return benefits paid for pursuit of the course or courses, **from the start of the term**, not from the date the course was dropped or the withdrawal was processed.
7. Veterans/dependents should contact the Registrar's Office to receive advance pay and/or continuous pay each term.
8. If called to active duty, contact the Veterans Coordinator for the correct procedure and assistance.

Any questions concerning the above information should be directed to the Veterans' Coordinator in the Registrar's Office.