**View your WINS account**

View your student account in WINS account regularly. Log into WINS from the UW-Whitewater home page. Click on the Student Center page. Under the Finance section click on Account Inquiry and choose the “Printer Friendly Version”. This will give you a summary of all of your account activity.

**UW-Whitewater E-billing**

All student account billing and other communications from Student Accounts are sent through your UW-W email account. Be sure to check it regularly!

- No paper bills will be mailed to you.
- Be sure to keep adequate space in your email box.
- Failure to receive an e-billing statement will not relieve you from your obligation to make a timely payment.
- You can set up Parents, Grandparents etc. as “Authorized Users” in your TouchNet account.

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**IMPORTANT DUE DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/2016</td>
<td>Term payment date – without payment plan</td>
</tr>
<tr>
<td>10/14/2016</td>
<td>First Installment with payment plan</td>
</tr>
<tr>
<td>11/11/2016</td>
<td>Second Installment with payment plan</td>
</tr>
</tbody>
</table>

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**Terms & Conditions for Enrollment/Credit Agreement**

The Terms & Conditions Enrollment/Credit Agreement that you signed online will need to be signed prior to enrolling each term. Please review it carefully for important payment plan information that is available in the Fall and Spring terms. We recommend printing out a copy from your WINS account for your records.

**Authorization for Release of Information**

If you wish to give access to family members to contact Student Accounts with regard to your billing account information. Please ensure you have filled out an information release form. This form can be found at [http://www.uww.edu/adminaffairs/finance/cashiers-office/parent-authorizations](http://www.uww.edu/adminaffairs/finance/cashiers-office/parent-authorizations) click on “Authorization for Release of Information”.

**Authorized Users for E-billing**

You can set up authorized users through the TouchNet billing site. Once you are logged in, click on the “Authorized Users” tab on the top of the page and follow the prompts. After the authorized user is set up, that person will also receive future e-bill notifications when there is a new bill to review.
Payment Options

Payment Online:
Is the fastest-easiest way to pay your bill and they post immediately to your student account. Online payments can be made by going to https://touchnet.uww.edu

- Checking/Savings Account:
  Electronic payments made from your checking or savings accounts do NOT have a convenience fee. It's FREE!

- Credit Card:
  Credit Card payments can be made online using MasterCard, Visa, American Express and Discover. There is a 2.75% convenience fee (minimum $3.00) charged when making a credit card payment.

- Debit Card:
  Debit card payments are treated as credit card payments and will be charged the convenience fee.

For step by step instructions for online bill payments see page 4.

Payment by Check:
Make checks payable to UW-Whitewater. Checks must be received in the Cashiers Office by the due date. Include the student name and student ID on the check. Mail payment to:

UW-W Cashier’s Office
Hyer Hall room 110
P.O. Box 88
Whitewater, WI 53190

Payment at Cashier’s Office:
Payments can be made on campus at UW-W Cashier’s Office between the hours of 8:00-3:30 Monday-Friday in Hyer Hall room 110. The depository outside the University Cashier’s Office is available when Hyer Hall is open. Credit and debit cards are not accepted at the cashier’s window.

Direct Deposit
The FASTER Refund Option

Sign up for Direct Deposit for Refunds

To sign up:
1. Login to the billing site:
   https://touchnet.uww.edu
2. Click “eRefunds”
3. Click “Set up Account”
4. Select your account type
5. Fill in your account information (NOTE: If you type your account information incorrectly, there will be a delay in receiving your money)
6. Click “Continue”
7. Click the “I agree” box
8. Click “Continue”

If you have a refund coming and have not set up an E-refunding account, your paper check could be delayed as long as 1 week.

For questions on making payments and setting up your refund profile you can contact the Cashier’s Office at cashiers@uww.edu or 262-472-1378.
Things to Consider

Financial Aid

The first financial aid disbursement for the Fall 2016 Term can be viewed on WINS on September 6, 2016.

Students receiving financial aid or have a third party agreement are subject to the same payment deadlines. Do not depend on other financing sources to be available to pay your University bill by the payment deadline.

Scholarships are treated the same as financial aid and require additional time to process. Scholarship checks should be turned into the UW-W Cashier’s Office at least 10 days prior to the term due date.

Past Due Accounts

It is important to have your student account balance paid in full by the due date. Once an account becomes past due, there is a risk your current or upcoming classes may be cancelled. In addition, the student will be unable to register for future terms, receive transcripts, or their diploma. There is a 1.25% finance charge is applicable to the past due amount.

For questions regarding your account please contact Student Accounts at sfs@uww.edu or 262-472-1373.

IMPORTANT NUMBERS:

Admissions 262-472-1440
(residency, admittance, scholarships)

Bookstore 262-472-5637
(textbook rental, retail)

Cashier’s Office 262-472-1378
/payments, refunds, TouchNet, Student Org accounts, departmental deposits/

Center for Global Ed. 262-472-5759
(international orientation/counseling)

Financial Aid 262-472-1130
(SAP, counseling, work study, aid disbursements)

First Year Experience 262-472-3205
(Plan-it-Purple)

Hawk Card 262-472-1437
(ID cards, meal plans, purple points)

Health Services 262-472-1300
(health counseling)

IT Help Desk 262-472-4357
(passwords, WINS access, troubleshooting)

Parking 262-472-1011
(citations, permits)

Registrars 262-472-1570
(veterans, enrollment, withdrawals, late adds)

Residence Life 262-472-4200
(housing contracts, housing deposits)

Student Accounts 262-472-1373
(prom notes, accounts, terms & conditions, collections, third party billings, payment arrangements)

Students w/ Disabilities 262-472-4711

University Police 262-472-4660
(Non-Emergency)

Veterans 262-472-1570
# HOW TO PAY YOUR BILL ONLINE

## Paying your bill through your checking or savings account

***THIS IS A FREE OPTION***

*** If you type your number incorrectly, the payment will not process and you will receive a $20 returned payment charge on your account***

1. Log into the billing site: [https://touchnet.uww.edu](https://touchnet.uww.edu) with your NetID and password under the Students and Staff log in or with the email set up under the Authorized Users log in
2. Click “Make a Payment” under your Current Account Status
3. Type in the amount you want to pay and the date you want to pay on
4. Select New Electronic Check (checking/savings) from the drop down menu and click “Select”
5. Select your account type from the drop down menu and fill in your account information.
   **NOTE:** If you would like to save this account for future payments or refunds, check the corresponding boxes.
6. Click “Continue”
7. Verify all the information is correct, read the Terms and Conditions, and check the “I agree” box
8. Click “Submit Payment”
9. You will receive a confirmation email in either your UWW email or the email registered for the authorized user

## Paying via Credit Card

***The cards we accept are MasterCard, American Express, and Discover***

***There is a 2.75% convenience fee or $3.00 minimum for paying with a credit card.***

1. Log into the billing site: [https://touchnet.uww.edu](https://touchnet.uww.edu) with your NetID and password under the Students and Staff log in or with the email set up under the Authorized Users log in
2. Click “Make a Payment” under your Current Account Status
3. Type in the amount you want to pay and the date you want to pay on
4. Select “Credit Card via PayPath” from the drop down menu and click “Select”
5. Make sure your pop-up blockers are turned off and click “Continue to PayPath”
6. Click “Continue”
7. Confirm the amount you are paying and click “Continue”
8. Type in all your card information and click “Continue”
9. Verify all the information is correct and click “Continue”
10. Continue through the payment steps to verify and complete your payment
11. You will receive an email confirmation in either your UWW email or the email registered for the authorized user