

DEPARTMENT OF REVENUE CERTIFICATION APPEAL UW-W Student Financial Services

This form is intended for students who are appealing the first placement of debt certification to the DOR or another collection agency. Certification of debt to a collection agency occurs after the University has spent time attempting to collect the debt. After the University has exhausted collection efforts, the debt becomes uncollectible and sent to a collection agency. Appeals based on lack of awareness of the University's *Terms and Conditions* credit agreement and payment policies will not be approved. **Submitting an appeal will not result in a reduction of current charges, and does not exempt the student from late fees or financial holds.** We recommend you continue to make payments on your student account during this process.

Directions for Appeal:

1. Complete this appeal form, including signature. The reviewing committee will not consider incomplete appeals.
 - Provide a reasonable payment proposal to pay/cure the debt; usually within 2 years/24 months.
 - Prepare a written statement clearly stating reason(s) for requesting this consideration from the University.
2. Submit this signed and completed appeal form to the UW-W Student Financial Services Office.
 - **By Mail:** DOR Certification Appeal, Student Financial Services, 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 and signed form and statement to sfs@uww.edu

Please note:

- All information will be treated confidentially in accordance with applicable privacy laws.
- All requested information must be provided and the form signed for the appeal to be considered.
- Appeals must be received by the Student Financial Services Office within thirty (30) days of the default letter date, notifying you of this appeal.
- The Appeal Committee meets once per month. Paperwork should be returned in a timely manner.
- Appeals submitted with missing information will result in a denial from the Committee.
- Students will be notified of the Committee's decision within ten (10) business days after the committee meets and reviews the appeal.
- If approved by the Appeal Committee, students will need to contact the SFS Office to formally request and initiate the payment arrangement agreement.
- The Committee decision is final.

PERSONAL INFORMATION (please print clearly):

Full Name: _____ UW-W Student ID#: _____

Current Email Address: _____

Current Mailing Address: _____

Current Phone Number: _____

By signing this Appeal, you acknowledge that you are responsible for your past due debt. Your signature also indicates that you have read all information pertaining to the Appeal procedure and requirements. Falsifying information on this Appeal will result in immediate denial and may be grounds for disciplinary and/or legal action.

Student Responsibilities:

- Submit all necessary materials to the Student Financial Services Office within 30 days of the default letter. Incomplete appeals will be denied.
- Be knowledgeable of relevant UWW rules, procedures, and deadlines regarding attendance, dropping classes, financial responsibility, refund period, and repayment of financial aid. This information can be found on the University website, <https://www.uww.edu/>.
- Be aware that appeal decisions are final and are based on the circumstances and documentation presented in the appeal.

I have read and understand this document and the DOR Appeals procedure. I have completed and submitted accurate information. I am responsible for payment of the debt on my UW-W student account. If appeal is approved, I understand I need to contact the SFS office to initiate a payment arrangement.

Student Signature _____ Date _____

PAYMENT PROPOSAL:

- Committee prefers monthly payments, with a maximum 2 year/24 payments to remit payment in full.
- If approved, students need to contact the SFS Office to formally request and initiate a payment arrangement with the University.
- If a payment arrangement is initiated, the first payment is due the following month.
- When on a payment arrangement, students can remit more than the approved monthly payment.
- If a payment arrangement is approved and initiated, three (3) missed payments will result in debt certification to a collection agency.

PERSONAL STATEMENT:

Provide a detailed personal statement, clearly stating hardships endured and reason(s) for requesting consideration from the University. This statement should provide the Appeal Committee with enough information to make an informed decision.