



Student Accounts  
Hyer Hall, Room 104  
Phone: 262-472-1373  
Email: sfs@uww.edu

**Finance Charge / Payment Plan Activation Fee Appeal Request**

**Your account balance (less the fees being appealed) must be paid prior to submitting your appeal**

**Your appeal will not be granted if:**

- You have a history of late payments, invalid transactions, or you do not have credit with the University.
- Fees are the result of you not reviewing your UW email for billing communications in a timely manner.
- You were waiting for financial aid or scholarships to credit so you would know how much you owe.
- You added eligible charges near the due date and you were waiting for a bill.
- Finance charges or activation fees are more than 60 days old.

Questions, please refer to <http://www.uww.edu/adminaffairs/sfs/termsconditions.html>

**How to file Finance Charge/ Payment Plan Activation Fee Appeal Request**

- Print out the appeal request form and chose one of the following options:
  - **Mail:** Student Accounts, P.O. Box 88, Whitewater WI 53190
  - **Drop off:** Student Accounts Window, Hyer Hall, Room 104, 8:00 am – 4:00 pm
  - **Email:** scan completed form and send to [sfs@uww.edu](mailto:sfs@uww.edu)

**Requests are reviewed in the order in which they are received. Please allow 14 days for a response.**

**All information must be provided, and the form must be signed for your appeal to be considered**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

UWW Email Address: \_\_\_\_\_@uww.edu Current Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Charge(s): \_\_\_\_\_ Amount : Finance Charge \$ \_\_\_\_\_

Payment Plan Activation Fee \$ \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

I have completed all of 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 \_\_\_\_\_