



UNIVERSITY OF WISCONSIN  
**WHITEWATER**

**Student Financial Checklist**

- Log into Wins [How To...](#)
- Complete Terms & Conditions [How To...](#)
- Setup or Change Authorized Users [How To...](#)
- Register for Classes [How To...](#)
- Receive Billing [How To...](#)
- Manage Due Dates [How To...](#)
- Check Financial Aid Status [How To...](#)
- Check Scholarship Status [How To...](#)
- Pay Remaining Balance [How To...](#)
- Manage Past Due Amounts [How To...](#)
- Received more aid then needed [How To...](#)
- Questions [Who to Call...](#)

**Before each semester:**

- ✓ Sign terms and conditions
- ✓ Check your contact info in WINS
- ✓ Financial Aid Checklist
- ✓ Direct Deposit info correct
- ✓ Turn in scholarship checks
- ✓ Make note of add/drop dates

**During each semester:**

- ✓ Make note of due dates
- ✓ Check account balance weekly
- ✓ Check email weekly
- ✓ Pay bill by due date
- ✓ Register for next term

**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 Financial Account. Click on Account Inquiry and choose the "View Printer Friendly". This will give you a summary of all of your account activity.



**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.

You can complete the new combined Release of Information form by following these steps:

- Log in to WINS
- Select the Student Financial Account tile
- Select the Account Inquiry tile
- Select Release Financial Info

**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.

## 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 UWW email inbox.
- 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.

### Important Due Dates

- 01/04/2021** Tuition posted on students account for Spring classes
- 01/29/2021** Term Due date - without payment plan  
ALL tuition, housing and meal charges are due on January 29, 2021, even if the charge does not have a due date assigned
- 02/26/2021** 1<sup>st</sup> Installment with payment plan
- 03/26/2021** 2<sup>nd</sup> Installment with payment plan

### Financial Aid

The first financial aid disbursement applied for the Spring 2021 Term can be viewed on WINS on January 13, 2021.

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

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.

## Payment Options

### Payment Online:

This is the fastest-easiest way to pay your bill and the payment will be posted 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/Debit Card:**

Credit Card payments can be made online using MasterCard, Visa, American Express and Discover. There is a 2.85% convenience fee (minimum \$3.00) charged when making a credit card payment. Debit card payments are treated as credit card payments and will be charged the convenience fee.

- **International Payments:**

<https://www.flywire.com/pay/uww>

*\*\*\*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  
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 104. 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.



## On Your Phone:



WINS Pay is the UW-Whitewater billing and payment system in a compact, easy-to-use mobile application. This app allows you to perform a variety of tasks including viewing outstanding charges, making payments, and managing your account settings.

Download the app today and start saving time when it comes to your student billing options. Available on the App Store and Google Play.

<https://itunes.apple.com/us/app/wins-pay/id1418700268?mt=8>

<https://play.google.com/store/apps/details?id=edu.wins.uww.winspay>

### 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 and a 1.25% finance charge will be added to any past due balance. This finance charge will be assessed each billing period until the student account is paid current.

### Direct Deposit

#### ***The FASTER Refund Option***

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.

## IMPORTANT NUMBERS:

<b>Admissions</b> (residency, admittance, scholarships)	<b>262-472-1440</b>
<b>Bookstore</b> (textbook rental, retail)	<b>262-472-5637</b>
<b>Cashier's Office</b> (payments, refunds, TouchNet, Student Org accounts, departmental deposits)	<b>262-472-1378</b>
<b>Center for Global Ed.</b> (international orientation/counseling)	<b>262-472-5759</b>
<b>Financial Aid</b> (SAP, counseling, work study, aid disbursements)	<b>262-472-1130</b>
<b>First Year Experience</b> (Warhawk SOAR)	<b>262-472-3205</b>
<b>Hawk Card</b> (ID cards, meal plans, purple points)	<b>262-472-1437</b>
<b>Health Services</b> (health counseling)	<b>262-472-1300</b>
<b>IT Help Desk</b> (passwords, WINS access, troubleshooting)	<b>262-472-4357</b>
<b>Parking</b> (citations, permits)	<b>262-472-1011</b>
<b>Registrars</b> (veterans, enrollment, withdrawals, late adds)	<b>262-472-1570</b>
<b>Residence Life</b> (housing contracts, housing deposits)	<b>262-472-4200</b>
<b>Student Accounts</b> (prom notes, accounts, terms & conditions, collections, third party billings, payment arrangements)	<b>262-472-1373</b>
<b>Students w/ Disabilities</b>	<b>262-472-4711</b>
<b>University Police</b> (Non-Emergency)	<b>262-472-4660</b>
<b>Veterans</b>	<b>262-472-1570</b>

# 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> 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/Debit Card

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

*\*\*\*There is a 2.85% convenience fee or \$3.00 minimum for paying with a credit card\*\*\**

1. Log into the billing site:  
<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