

WISCONSIN INDIANHEAD TECHNICAL COLLEGE UNDERGRADUATE TUITION AND FEE PAYMENT POLICY

Fall 2011 Term Dates: August 22, 2011 through December 16, 2011



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

www.witc.edu
1.800.243.WITC

WITC Ashland

2100 Beaser Avenue
Ashland, WI 54806
Voice: 715.682.4591
Fax: 715.682.8040

WITC New Richmond

1019 S. Knowles Avenue
New Richmond, WI 54017
Voice: 715.246.6561
Fax: 715.246-2777

WITC Rice Lake

1900 College Drive
Rice Lake, WI 54868
Voice: 715.234.7082
Fax: 715.234-5172

WITC Superior

600 North 21st Street
Superior, WI 54880
Voice: 715.394.6677
Fax: 715.394.3771

Several days before the start of each term, registered students will be mailed a statement of account from WITC. It will list tuition and fee charges, billing authorizations, and anticipated financial aid. **In the event that a student's financial aid, billing authorization, or personal payment does not fully cover the tuition and fee charges, students must pay the balance or make satisfactory payment arrangements with WITC by August 15, 2011.** Any students who register after the designated due date must pay or make payment arrangements at the time of registration.

IMPORTANT: If you have registered for a class or classes, you have created a liability, and a promise to pay. Students are responsible for officially dropping classes or withdrawing from WITC if they decide not to attend or stop attending WITC. WITC will drop students for non-payment of fees on the 6th business day of the term. Charges will be re-calculated using the State mandated Fee Refund Policy and the remaining fees are the student's responsibility.

Payment Plan (Approval needed by August 15, 2011)

- The Payment Plan at WITC is a tuition and fee deferment for Fall, 2011 students with an outstanding balance of at least \$300.
- Approval of a Payment Plan will be determined when you finalize your registration and must be completed by August 15, 2011, or you may lose your seat in class.
- Sign-up for a Payment Plan on-line or in person in the Student Services Office at WITC. A \$35 non-refundable processing fee will be charged unless you sign-up to have your payments automatically withdrawn from your checking or savings account or auto debited to your credit card account!
- On or before August 15, 2011, financial aid students who have a remaining balance over \$300, and do not have enough anticipated financial aid listed on their student account to cover this balance, may complete a payment plan or pay their remaining balance in full. Students owing less than \$300 must pay this balance on or before August 15, 2011.
- On-line Payment Plan Instructions
 - Go to www.witc.edu and click on "**MyWITC**"
 - Sign-in using your personal portal access information
 - Click "Student Center"
 - Click "Sign up/pay for a Payment Plan"
- By completing a Payment Plan, the student agrees to pay the remaining balance in two installments within six weeks after the beginning of the Fall 2011 term.

➤ Fall Term Payment Dates

1st Installment due on or before September 6, 2011

2nd Installment due on or before September 29, 2011

- Unpaid accounts will be turned over to a collection agency or the Wisconsin Department of Revenue Taxpayer Refund Intercept program (TRIP). Students are liable for the unpaid balance plus any applicable collection fees.
- Book and supply costs cannot be included in a Contract for Payment.
- Tuition and fees are approximately \$123 per credit. The exact amount you will be required to pay will be determined as you finalize your registration, Payment Plans will be adjusted as students add or drop classes.

Financial Aid

Students who plan to use financial aid to pay for their educational costs must have filed the Free Application for Federal Student Aid (FAFSA). Students who have not yet applied for financial aid and are interested in learning more about financial aid may contact the Student Services Office at WITC. The financial aid process can take up to 4-5 weeks to complete. Financial aid grants and loans may arrive at different times.

Students who registered will have their tuition and fees charged to a WITC student account. As financial aid arrives, it will be credited to this account. **Several days before classes begin, this account will be reconciled and a check for the difference, if any, will be sent to the student's mailing address. These funds should be used to purchase books, tools, uniforms, or other school related expenses.** NOTE: Student accounts will be reviewed on a weekly basis. Should WITC receive additional financial aid for a student after the initial posting date, the account will be reconciled and a check for the difference, if any, will be mailed to the student. Any available financial aid will first be applied to outstanding tuition and fees.

STUDENTS MUST ATTEND CLASSES TO RECEIVE FINANCIAL AID. Students who no longer plan to attend WITC must contact the Financial Aid Office to cancel their award. Students who register at WITC and stop attending classes must complete withdrawal forms to officially withdraw either through their "MyWITC" portal Drop a Class option or by completing a course change form from the Student Services Office at their campus. Students must contact the Student Services Office to learn how changes in credit load will affect financial aid eligibility. Final eligibility for financial aid will be determined by a student's credit load at the "census" date, which is 14 calendar days from the beginning of the term. No changes in eligibility or awards will be made for credits added after the census date. Financial aid awards are subject to change if students become eligible for additional financial aid or receive scholarships, veteran's benefits, employer tuition assistance, and/or agency funding not previously reflected on an award letter.

Before dropping a class, the student should consider the potential impacts on the following:

- Financial aid
- Health insurance
- Eligibility for student housing
- Unmet prerequisites
- Ability to graduate on time

Payments

Students may pay their fees on-line using their checking or savings account or by using MasterCard, Discover Card, or Visa through their "MyWITC" student portal, viewing their account summary and clicking on the make a payment option. Students may pay in person with cash, check, MasterCard, Discover Card, or VISA at any WITC campus.

Agency/Employer Sponsorship

Financial assistance may be provided on a student's behalf by an agency (CEP, DVR, BIA, PIC, etc.) or an employer. If a written billing authorization from the sponsor is on file at the business office 15 calendar days prior to the beginning of classes, the student's account will be credited up to the amount authorized. If the agency or employer does not cover the entire cost, the student will be responsible for the balance (by the scheduled due date.) WITC cannot charge the cost of tools to an agency or employer. If a billing authorization is received after a student's account is paid, WITC cannot honor the authorization. NOTE: An agency will usually require the student to apply for financial aid before sponsoring educational expenses. **Authorizations should be faxed to the WITC campus you are attending.**

Books

Students should contact the Campus Store directly for estimated book costs or go on-line www.witc.edu click on the appropriate campus followed by bookstore. Students should have a printed copy of their class schedule with them when stopping in at the bookstore to ensure that the appropriate books are purchased. Students must purchase tools and uniforms directly from vendors.

Questions

If you have questions regarding the WITC tuition and fee payment policy, please feel free to contact the Student Services Office at the campus you are attending.