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, third party authorizations, and anticipated financial aid. **In the event that a student’s financial aid, third party 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 May 18, 2015.** 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 May 26, 2015. Charges will be recalculated using the State mandated Fee Refund Policy and the remaining fees are the student’s responsibility.

**Payment Plan (Eligible students must be 18 years of age or older)**

- The Payment Plan at WITC is a loan to defer tuition and fees for summer, 2015 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 May 18, 2015, 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 any WITC campus. There is no additional cost to the student for this payment plan option. A student may elect to schedule their installment payments for auto withdrawal from their checking or savings account, or to have their credit card auto debited at the time of plan enrollment.
- On or before May 18, 2015, 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 May 18, 2015.
- 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 “eAccount Management”
- By completing a Payment Plan, the student agrees to pay their account balance in three installments within six weeks after the beginning of the Summer, 2015 term.

  - **Summer Term Payment Dates**
    - 1st Installment due on or before June 9, 2015
    - 2nd Installment due on or before June 23, 2015
    - 3rd Installment due on or before July 7, 2015

- Unpaid accounts may be turned over to the Wisconsin State Debt collection agency and/or the Department of Revenue Taxpayer Refund Intercept program (TRIP). When unpaid accounts are turned over to collections or TRIP, students are liable for the unpaid balance plus any collection costs.
- Book and supply costs cannot be included in a Payment Plan.
- Tuition and fees are approximately $139.08 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 or eRefund for the difference, if any, will be sent to the student. 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 or eRefund 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

**Billing/Payments**
Student class enrollments or drops may occur between billing cycles. To view your most current account information, including any financial aid that has not yet been posted to your account, log in to your MyWITC/Student Center.

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 student center and clicking on the make a payment option. Students may pay in person with cash, check, MasterCard, Discover Card, VISA, Diners Club, JCB, or China Union Pay 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 third party 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 third party authorization is received after a student’s account is paid, WITC may not 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](http://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.