

# WISCONSIN INDIANHEAD TECHNICAL COLLEGE UNDERGRADUATE TUITION AND FEE PAYMENT POLICY

Spring 2019 Term Dates: January 21, 2019 through May 17, 2019



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

[www.witc.edu](http://www.witc.edu)  
1.800.243.WITC

## WITC Ashland

2100 Beaser Avenue  
Ashland, WI 54806  
Voice: 715.682.4591  
Business Office: ext. 3114  
Fax: 715.682.8040

## WITC New Richmond

1019 S. Knowles Avenue  
New Richmond, WI 54017  
Voice: 715.246.6561  
Business Office: ext. 4925  
Fax: 715.246-2777

## WITC Rice Lake

1900 College Drive  
Rice Lake, WI 54868  
Voice: 715.234.7082  
Business Office: ext. 5291  
Fax: 715.234-5172

## WITC Superior

600 North 21<sup>st</sup> Street  
Superior, WI 54880  
Voice: 715.394.6677  
Business Office: ext. 6218  
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, 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 their tuition and fee charges, students must pay the balance or make satisfactory payment arrangements with WITC by January 7, 2019.** 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 will drop students for non-payment of fees on January 14, 2019. Charges will be recalculated using the State Mandated Fee Refund Policy and the remaining fees are the student's responsibility.

### Tuition & Fees

- Tuition and fees are approximately \$147.80 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.

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

- The Payment Plan at WITC is an educational loan to defer tuition and fees for spring 2019 students with an outstanding balance of at least \$300.
- Approval of Payment Plan eligibility will be determined when students finalize their registration.
- 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. Book and supply costs may not be eligible for the Payment Plan.
- On-line Payment Plan Instructions
  - Go to [www.witc.edu](http://www.witc.edu) and click on "MyWITC"
  - Sign-in using your personal portal access information
  - Click on "eAccount Management" tile
  - Sign-in using your personal portal access information
  - Click on "Payment Plans"

### 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 their credit card through their "MyWITC" student portal, viewing their student center and clicking on "Make a Payment" or "eAccount Management". Students may pay in person with cash, check or credit card.

### Unpaid Accounts

- 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.

## 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 their WITC student account. As financial aid is disbursed, it will be credited to the students account. Grants and scholarships will disburse 15 days after classes start and loans will disburse 30 days after classes start. **When financial aid is disbursed, this account will be reconciled and a check or eRefund for the difference, if any, will be issued 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 issued 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. Students who enroll before the start of the term, the census date will be 14 calendar days from the beginning of the term. Students who enroll after the start of the term, the census date will be the date of initial enrollment. 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

## 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 prior to the fee due date, 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 and it will be up to the student to receive direct reimbursement from the third party. NOTE: An agency will usually require the student to apply for financial aid before sponsoring educational expenses. **Authorizations should be sent to the WITC campus the student is attending.**

## Books

Students should go on-line for estimated book costs at [www.witc.edu](http://www.witc.edu) and click on the appropriate campus followed by Bookstore or contact the Campus 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, who meet the requirements, can charge books and supplies up to the amount of financial aid less any student account balance. Students who have not charged books before will need to "Grant Permission" for Bookstore financial aid charging on MyWITC.

## Questions

Contact Student Services at any campus location if you have questions regarding the WITC tuition and fee payment policy.