Undergraduate Policy

Good Academic Standing

Students are in good academic standing if they maintain a cumulative resident grade point average of 2.000 or greater.

Academic Probation

Academic probation indicates a level of student academic performance that is below what is required for successful progress towards the completion of a student's degree program. It is an advisory warning that a student should take action to raise his/her level of achievement to an acceptable level of performance.

Students will be placed on academic probation if:

- They have earned a cumulative grade point average less than 2.000 at UWRF.
- They have earned a fall or spring semester GPA of less than 1.667.
- They are readmitted after having left UWRF while they were on probation or suspended for academic reasons.

Academic Suspension

A suspension action is taken when a student's academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. Once placed on academic suspension a student is not allowed to enroll in courses at UWRF during either fall or spring semester until he/she is readmitted to the university.

Students will be suspended if any of the following items apply:

- Their semester and cumulative grade point average is less than 2.000 at the end of two successive semesters at UWRF.
- They have earned a fall or spring semester GPA of less than 1.000.

Students do not need to be on probation for this suspension regulation to take effect.

Readmission After Suspension

A student who has been suspended may apply for readmission to the university through the Office of the Registrar. The Dean of the college to which a student seeks readmission will review the student's application for readmission and make the decision on whether readmission will be granted. Depending on the circumstances, it is the Dean's prerogative to readmit the student or not and determine the length and criteria of the suspension.

Revision to the requirements for the Suspension and Probation policies passed by Faculty Senate, April 2011 (Motion 2010-2011/45)
The most acceptable proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 grade point average (GPA). The courses must fulfill general education, directed elective and/or major/minor requirements. Students may use the UWRF Summer/J-Term session immediately prior to reinstatement to take these courses. If these courses are taken elsewhere, students should understand that though the transfer credits usually apply toward graduation, the grades for these courses will not be calculated into their UWRF cumulative GPA. Courses cannot be retaken at another institution to raise your UWRF grade point average.

(Undergraduate Catalog)

Graduate Policy

Students must maintain a "B" (3.0/4.0) average overall and among their required courses. In determining this average, transfer credit will not be included. If students do not maintain a "B" (3.0/4.0) average, they will be placed on probation for the next enrollment period.

If students are placed on probation, they must earn a "B" average in the next enrollment period for full-time students and in the next 12 credits for part-time students. If students do not succeed in doing so, they will not be allowed to register for further classes.

A course may be repeated once in which a grade of "F" is received. Where this happens, the second grade will replace the first. Grading disputes are first addressed by the course instructor. If student and instructor are unable to resolve differences, the student may appeal in writing to the department chairperson.

(Policy per Graduate Council)
Students who wish to appeal their academic suspension or reinstatement must comply with the following:

**Step 1**
Apply for re-entry at the Registrar's Office (105 North Hall) at least 60 days prior to your desired entrance date. Any questions regarding accuracy of the academic records or policies regarding suspension may be referred to the Registrar's Office.

**Step 2**
Submit a typed letter of appeal to the College for the major you are currently seeking. Contact information is below:

**College of Agriculture, Food and Environmental Sciences (CAFES)**
Dean's Office
210 Agricultural Sciences Building, (715) 425-3535.

**College of Arts and Sciences (CAS) Dean's Office**
136 Kleinpell Fine Arts Building, (715) 425-3366.

**College of Education and Professional Studies (CEPS)**
Dean's Office
203 Walker Wyman Education Building, (715) 425-3774

**College of Business and Economics (CBE) Dean's Office**
124 South Hall, (715) 425-3335

**Step 3**
Upon submitting your letter of appeal to the College for the major you are currently seeking, contact the Dean's Office regarding setting up an interview. An interview will not be set up until you have applied for re-entry in the Registrar's Office and the Dean's Office has received your letter of appeal. The written letter of appeal must provide evidence of the ability to return to good academic standing. The most acceptable proof of academic preparedness for readmission will be fulfilled when a student completes no fewer than nine semester credits with a 2.500 grade point average at another institution.

You will be provided with written or verbal notification of your acceptance or denial of reinstatement. The written notification will be sent directly to the
address listed on your letter of appeal.

The Dean's Office will notify the Registrar's Office regarding the status of your appeal.

If your appeal for reinstatement has been approved by your Academic Dean or Associate Dean, the Registrar's Office will send registration materials to you at the address indicated on the re-entry application. Any outstanding financial holds, transcript requirements or other obligations will be noted on your reinstatement letter. You will not be able to register until all holds have been removed.
UNIVERSITY OF WISCONSIN

News

Williams Named Adviser of the Year
Record Number of Adult Degree Completion Students Receive Degrees
Business and IT Degree Open House for Working Adults

All News

Events

There are no events to display.

All Events

Summer Concert Series
Alumni Events
Summer Visit Days

Bachelor's Degrees
Master's Degrees
Graduate Certificates
Continuing Education
Adult Education

Academics at UW-River Falls
College of Agriculture, Food and Environmental Sciences
College of Arts and Sciences
College of Business and Economics
College of Education and Professional Studies

96% of graduates are employed
or attend graduate school

UWRF at a Glance
Admissions
Cost & Financial Aid
Scholarships
Student Employment

The UW-River Falls Value

Wisconsin in-state undergraduate tuition of $8,182 per year
Minnesota reciprocity undergraduate tuition of $8,552 per year
Midwest Student Exchange undergraduate tuition of $11,330 per year

2x
UWRF students are twice as likely to study abroad than their peers
Arts & Culture

Clubs & Organizations

New Student & Family Programs

Study Abroad

River Falls Community

UW-River Falls Admissions
Freddy Falcon

Events

150

Student clubs and organizations

Falcon Athletics

Falcon Center
With a $63.5 million Falcon Center on the horizon, there's never been a better time to become a Falcon and improve your mind, body, and spirit.
UNIVERSITY OF WISCONSIN River Falls

Application Procedure for Degree Seeking (F-1) Students

All international students applying for admission to the University of Wisconsin-River Falls are required to complete the following:

1. Submit the UW System application for admission.

2. High school transcripts that show a graduation date. If the applicant is transferring from another university, official university transcripts will need to be evaluated by either Educational Credential Evaluators (ECE) at http://www.ece.org or World Education Services (WES) at http://www.wes.org.

3. The student must apply to a program offering a full course of study at the undergraduate or graduate level.

4. Applicants whose native language is not English (identified by the U.S. Department of State Bureau of Public Affairs) must provide evidence of English language proficiency. The English proficiency requirement may be fulfilled by meeting one of the following:

   TOEFL iBT minimum score for undergraduate study is 78 and for graduate study is 80.
   IELTS minimum score for undergraduate study is 6.0 and for graduate study is 6.5.
   TOEIC minimum score for undergraduate study is 730.

   The TOEFL, IELTS and TOEIC test must have been taken within the past two years, with scores submitted directly to UW-River Falls from the testing service.

   The English Language Transition (ELT) Program at the University of Wisconsin-River Falls provides intensive academic English language courses. The ELT Program can provide language instruction to students at all levels. Students who may be admitted to the ELT Program are degree-seeking students and other students who want to improve their language skills. If a degree seeking student has not met the university's language proficiency requirement, students will take courses in the ELT Program and the TOEFL may be waived. Upon arrival, students will take a test to determine their placement in the ELT Program. Depending on the placement test scores, students may be eligible to duel enroll in English as a Second Language (ESL) courses and other university courses. There is no minimum language proficiency score to be considered for the ELT Program.

5. A copy of the biographical data pages of a student's passport (the pages with their picture, name and date of birth) or copy of a government-issued ID should be submitted with the application. The I-20 will be issued using the name on their passport/government ID. The name will also be the one used to create their official University record.

6. Proof of sufficient funds to cover all expenses to study and live in the U.S. for at least the entire program of study, including tuition, fees, books, living expenses, and costs for dependents, if applicable. To provide evidence of sufficient
funds, students are required to provide the following:

A completed **Certification of Finances Form**

The financial documentation to prove the funding outlined in the **Certification of Finances Form**.

Questions? Contact **International Student Admissions**.
UNIVERSITY OF WISCONSIN River Falls

Application Procedure for Exchange (J-1) Students

All international exchange students interested in attending the University of Wisconsin-River Falls are required to obtain approval from their home institution regarding the exchange. After gaining consent from their institution, the following documents should be submitted to International Student Admissions at the University of Wisconsin-River Falls:

1. Submit the UW System application for admission. In the applicant statement section, please indicate that you are applying as an exchange student.

2. Applicants whose native language is not English (identified by the U.S. Department of State Bureau of Public Affairs) must provide evidence of English language proficiency. The English proficiency requirement may be fulfilled by meeting one of the following:
   - TOEFL iBT: 78
   - IELTS: 6.0
   - TOEIC: 730

   The TOEFL, IELTS or TOEIC exams must have been taken within the past two years, with scores submitted directly to UWRF from the testing service. Exchange students are expected to demonstrate English language proficiency. This is usually documented with an acceptable TOEFL score; however, some institutional exchange agreements rely upon faculty recommendation(s) from the home institution.

3. A copy of the biographical data pages of a student's passport (the pages with their picture, name and date of birth) or copy of a government-issued ID should be submitted with the application. The DS-2019 will be issued using the name on their passport/government ID. The name will also be the one used to create their official University record.

4. A copy of the student's current transcript.

5. Proof of sufficient funds to cover all expenses to study and live in the U.S. for the length of the exchange. To provide evidence of sufficient funds, students are required to provide a completed Certification of Finances Form along with appropriate documentation. Email International Student Admissions to request the Certification of Finances form that aligns with your exchange program.

Questions? Contact International Student Admissions.
You have made a great choice in considering the University of Wisconsin - River Falls. Before applying, be sure to review our admissions requirements for undergraduate, graduate, transfer and international applicants.

Apply Online

The application process is easy! Apply online through the UW System's secure website. You will also be able to save your progress and make revisions to your application before you submit it.

Contact Us

Admissions Office
715-425-3500
admit@uwrf.edu
112 South Hall (map)
M-F, 8 a.m.-4:30 p.m.
Auditing and Pass/Fail Courses

Auditing a Course

In order to audit a course the student must register for the course as usual in eSIS. After this the student must pick up an audit card in the Registrar's Office, fill it out, and get it signed by the instructor of the course. They then must turn it in to the Registrar's Office on the fifth University business day of the term. The cards will be processed on a space available basis. Prior to turning in the audit card, the student should discuss the course requirements with the instructor. Any student who enrolls on an audit basis may NOT change to a credit basis during the term of enrollment.

Courses that are registered on an audit basis will appear on the students official transcript with an "audit" indicated as the grade, and there will not be any credit awarded for the course. Wisconsin residents who are 60 years of age or older by the first day of the term may audit a course without paying the credit fees. For more information on tuition and fees associated with auditing a course, please visit the Tuition and Fees section of the Student Billing page.

Pass/Fail Courses

Courses taken under the pass/fail system will be considered only as elective courses, unless it is a course offered only on a pass/fail basis, such as student teaching and cooperative internships in CAFES. These courses will not complete any specific requirements other than the overall credit requirement. A Registration for a Pass/Fail Course Form must be completed and turned into the Registrar's Office before the end of the second week of each semester. After the second week of the semester students may not change either to or from a pass/fail basis, or after the first week of a summer session. The form requires a signature from the student's advisor and the Dean of the college. There is a list of provisions on the back of the form that every student should read through and discuss with their advisor before choosing to take a course on a pass/fail basis.

Students will receive an "S" grade for passing the class which will be counted towards their total credits, but not towards their GPA. If a student does not pass the course they will receive a "U" for an unsatisfactory grade, which is treated as an "F" and does affect the students GPA in the same way.

Junior or senior students who are not on scholastic probation may take one course per semester on a pass/fail basis with a maximum of three courses or nine credits within the degree program.

Students who are undecided about a major or option should not take courses on a pass/fail basis which might later become part of their requirements. Students in pre-professional programs, including preparation for graduate study, should avoid taking courses under the pass/fail system which may be required or recommended for such study.
Send your inquiry in writing on a separate sheet within 60 days after the bill was mailed to you. Your written inquiry must include:

1. Your name and ID number

2. A description of the error and why (to the extent you can explain) you believe it is an error; and

3. The dollar amount of the suspected error.
You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute during the time the University is resolving the dispute. During that same time, the University may not take any action to collect disputed amounts or report disputed amount as delinquent.

This is a summary of your rights, under the Federal Fair Credit Billing Act.

Inquiries regarding this account should be submitted to the below address by separate correspondence.
University of Wisconsin - River Falls
Student Billing and Financial Aid
410 S 3rd St
River Falls WI 54022 - 5001
If you are a current student or a campus faculty/staff member...

please use the class search in eSIS to access the most current, up-to-the-minute class schedule. This is the same search students will use to access available course in which to enroll.

For tips on searching available classes please visit the eSIS Tutorial.

Log on to eSIS

If you are a visitor, previous student, or do not possess an eSIS id...

you may access class schedules by utilizing the class search on the campus page linked below.

Class Schedule lookup

Building Name Abbreviations

AEA - Agricultural Engineering Addition
AGS - Agricultural Science
CSH - Centennial Science Hall
DL - Chalmer Davee Library
ENB - Emogene Nelson Building
FSA - Food Science Addition
GH - Greenhouse
HAT - Hathorn Hall
HC - Hudson Center
HSC - Hagestad Hall
ICE - Hunt Arena
ILF - Indoor Livestock Facility
KC - Karges Center
KFA - Kleinpell Fine Arts
KNO - Knowles Physical Education Building
NH - North Hall
PAV - Pavilion (Campus Lab Farm)
ROD - Rodli Hall
SH - South Hall
UC - University Center
WEB - Wyman Education Building

Campus Map

Contact Us

Registrar's Office
registrar@uwrf.edu
Phone: 715-425-3342
Fax: 715-425-3352
M-F, 8 a.m. - 4:30 p.m.
UNIVERSITY OF WISCONSIN River Falls

Code of Conduct

UW-River Falls participates in a variety of loan programs including Federal Perkins and Federal Stafford Loan, and also certifies private loans for students who need to borrow beyond the federal loan programs. The UW-River Falls Financial Aid Office abides by the UW Board of Regents Policies related to student loan borrowing.
Commencement Programs are held at the completion of Fall and Spring Semesters. Information regarding graduation and applications are available from the Registrar's Office. Graduating seniors have the option to participate in Commencement the term that they are completing all degree requirements. Students who are completing their final requirements during Summer Session have the option of participating in the previous Spring Commencement or the following Fall Commencement. Although Summer Session graduates may select to participate in an earlier Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Fall or Spring graduates who wish to participate in an early Commencement Program must make an application for graduation and write a letter of appeal to the Registrar. Students who are requesting to participate in an early Commencement must follow the published Commencement participation deadline date for the term they are appealing. Appeals to participate in an early commencement will be approved only if all of the following conditions have been met:

- There is an extenuating circumstance.
- The student has nine or fewer credits to complete the degree or has only student teaching or an internship to complete degree requirements in the following semester.

The Registrar will review the appeal and approve or deny the request based on the above criteria and written notification will be sent to the student.

Although students may be allowed to participate in an early Commencement Program, the degree and diploma will be awarded only after all degree requirements have been fulfilled.

Requirements for the Commencement Participation Policy were passed by Faculty Senate, April 2002. (Motion 2001-012/17)
Consortium Agreement Policy

The purpose of a consortium agreement is to allow the university from which a student is seeking a degree (home institution) to consider enrollment and corresponding costs to attend another university (host institution) for either some or all semester credits. The home institution then awards and disburses financial aid for credits at both institutions. The consortium agreement further prohibits the host institution from processing financial aid for UW-River Falls students for that semester.

The host institution must be an approved Title IV school, meaning they have a federal Title IV code and can process federal financial aid. We will not approve a consortium if it is offered through a broker or agency who does not work through a Title IV school.

You need to open and print this Consortium Agreement, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office. Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

Studying Abroad Through Another Institution
Consortium agreements from UW-River Falls students pursuing a study abroad program through another institution must secure approval of the program through the UW-River Falls Global Connections Office prior to completing the consortium agreement form.
UNIVERSITY OF WISCONSIN River Falls

Cost & Financial Aid

Cost of Attendance
An education at River Falls is a great value. Expect small class sizes, personal attention and top-notch academics.

- Cost of Attendance for 2014-2015
- Tuition and Fees (per credit)
- Compare our Cost

Financial Aid
As you prepare for college, it's especially important to understand that there are many types of aid available to help finance your education. There are tools available to help you determine your aid eligibility.

In order to receive financial aid, you must apply each year you are in college. If you don't think you qualify, try anyway. You may have more options than you think. Generally, the earlier you apply, the better your chances of receiving aid.

- Types of Financial Aid
- Net Price Calculator
- Financial Aid Application Process

Request Information

Apply for Admission

Visit Campus

Take a sneak peek of campus through our virtual tour.

Live Chat Chat with an admissions counselor any weekday 8 a.m. - 4:30 p.m.
Scholarships

More than $925,000 in scholarships are awarded by River Falls each year to high-achieving students. To be considered for incoming student scholarships, be sure to complete the scholarship application upon admission to the university.

- Incoming Freshmen and Transfer Scholarships
- Outside Scholarships
- Scholarship Application Process

Contact Us

Admissions Office
715-425-3500
admit@uwrf.edu
112 South Hall (map)
M-F, 8 a.m.-4:30 p.m.
Credit Transfer and Advising Tools

Maximize your previous credits and degrees at UW-River Falls...

Where Faculty and College Advisors, Department Chairs, and Academic Deans work with transfer students individually to help them best apply their credits:

- The Minnesota Transfer Curriculum (MnTC) will grant a waiver of General Education requirements (except for a 1-credit Health and Fitness for Life course). Specific college, degree, licensure, and pre-requisite requirements still must be completed with individual courses.

- Associates of Arts (AA) degrees from WI and MN will grant a waiver of University Requirements AND General Education requirements. Specific degree, licensure, and pre-requisite requirements still must be completed with individual courses. AA degrees from other states are reviewed individually to see if they qualify for a similar waiver.

- Credit is commonly awarded from accredited 2-year & 4-year institutions for courses that are non-remedial, non-technical, non-vocational, and non-doctrinal in nature.
Transferology

See how credits transfer from many different schools and from AP Exams. Run an interactive degree-audit projection showing what you’ve completed and what you have left to take in your UWRF degree! Quickly import courses from MnScu campuses. Use the "Request Information" button to share your course profile. If you don't see UW-RF matches for your courses, please contact the UW-RF Transfer Coordinator at 715-425-3500 or Thomas.brufiat@uwrf.edu (not all campuses or courses are included yet in Transferology).

Transfer Information System

The UW Transfer Information System (TIS) provides information on course-to-course transfer within the UW System.

Transfer Guides

View campus specific guides for how classes transfer.

Articulation Agreements & Collaborations

Articulation Agreements typically link the completion of technical college degrees to specific majors at UW-River Falls with enhanced transfer of credit. For complete details of any of these agreements, contact your advisor at your college or the UW-River Falls Transfer Coordinator.

AP, CLEP, and International Baccalaureate

Credit can be earned based on a variety of exams, including Advanced Placement, International Baccalaureate, and the College-Level Examination Program (CLEP). UWRF does not award credit for these exams that have been recorded on a previous institution's transcript. The student should have the scores sent directly from the testing agency to River Falls.

Credit & Support for Military Experience

Military Credit is typically accepted for General Education requirements (Personal Health and Wellness area is often waived for Basic Training completion & Global Perspectives area may be waived for service overseas) and
other baccalaureate courses. In order to award credit we must have an official transcript sent using the links below:

Air Force

Army, Coast Guard, Navy, and Marine Corps

The Veteran Services Office at UW-River Falls provides proactive and individualized support for incoming veterans and family members.

Awarding of Transfer Credit

Credit from non-accredited institutions may be reviewed by the appropriate department to determine appropriate application of transfer credits. A maximum of 72-credits can be accepted from two-year colleges. A minimum of 30-credits must be complete at UW-River Falls (with 6-credits in the major and 3-credits in the minor).

Contact Us

Admissions Office
112 South Hall (map)
admit@uwrf.edu
715-425-3500
M-F, 8 a.m.-4:30 p.m.
## Adding/Dropping Courses

### Fall 2015

<table>
<thead>
<tr>
<th></th>
<th>16 Week Course</th>
<th>8 Week: Session A Course</th>
<th>8 Week: Session B Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Begins</td>
<td>9/2/15</td>
<td>9/2/15</td>
<td>10/22/15</td>
</tr>
<tr>
<td>Last Day to Add or Drop Without an Add/drop Card</td>
<td>9/9/15</td>
<td>9/9/15</td>
<td>10/28/15</td>
</tr>
<tr>
<td>Last Day to Withdraw form the Semester Without &quot;W's&quot; being Noted on Transcript</td>
<td>10/14/15</td>
<td>10/14/15</td>
<td>10/14/15</td>
</tr>
<tr>
<td>Last Day to Drop Without a Late Drop Form</td>
<td>11/11/15</td>
<td>11/11/15</td>
<td>11/24/15</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>12/14/15</td>
<td>12/14/15</td>
<td>12/14/15</td>
</tr>
<tr>
<td>Grades Due</td>
<td>12/30/15</td>
<td>12/30/15</td>
<td>12/30/15</td>
</tr>
</tbody>
</table>

For policies on how dates are established for the above table, please see the [Add/Drop Timing Policies Table](http://www.uwrf.edu/Registrar/RegistrationInformation/adddropcourses.cfm).

### Adding or Dropping a Course

- This can be done in eSIS up through the first five University business days of the semester as long as the course is open.

- **How to:**
  - Add a Course
  - Drop a Course

- **An Add/Drop Card is needed when:**
  - A course is full during or before the first five University business days of the semester: you only need the instructor’s signature at this point.
  - After the first five University business days of the semester: you need both the instructor's and your advisor's signatures.
  - A class may be added at any time during the semester as long as the add card has both the instructor's and your advisor's signatures.

- **Dropping without a "W"** - a student may drop a course without receiving a "W" on their transcript if it is done within 0-15 University business days. A student will receive a "W" if they drop a course at any time after the first 15 University business days.

- **Late Drop** - a late drop form is needed if a student wishes to drop a course after the first 50 University business days.
  - A student will receive a "W" on their transcript if they drop a course at this time.
  - The student must write their reason for the late drop on the form, get their advisor's signature with their recommendations, the instructor's signature with their recommendations, and then bring the form to the Dean of the college. The Dean will review the late drop form and if they decide to allow the late drop they will sign the late drop card. The Dean's Office will keep the late drop form and the student must bring the late drop card to the Registrar's Office.
• **Semester Withdrawal** - If a student wishes to drop all of their courses and withdraw from the semester they must fill out a Withdrawal Form online. The withdrawal will be processed the day it is received in the Registrar's Office. If the withdrawal form is completed after the sixth week of the semester the withdrawal will be indicated on the student's transcript by having "W's" for all of the courses the student was taking that semester, and there will also be a note stating they withdrew from the semester.

• **First Day Attendance Drop Policy** - Student registration for a class, laboratory, or studio which has limited enrollment due to facilities, may be dropped from the course if the student is not present at the first session of the term, unless the absence was an unavoidable circumstance, including illness. If you must be absent on the first day of class, you should contact the instructor of the course. An instructor may drop you from a class if you do not attend the first class meeting. If you do not plan to take a course, drop it; do not assume that non-attendance will result in an automatic drop. Drops will not be backdated because you never attended. The official drop date is the date you turn in the add/drop card to the Registrar's Office. Add/drop cards are available at the Registrar's Office. For information on drop/add deadlines see above or the academic calendar.

• **Dropping Physical Education "Test Out" Classes** - Students not passing Physical Education 'Test Out' classes are required to drop the 'Test Out' or receive the grade earned in attempting the 'Test Out.'

**J-Term and Summer Sessions** - Adding and dropping policies change for summer and J-term courses depending on the session the class is a part of.

*** Only the instructor's signature is needed on an add/drop card for a summer or J-term course

**Summer 2015 Add/Drop Schedule**

**How to Add a Course Video**
UNIVERSITY OF WISCONSIN River Falls

Electronic Billing Policy

As of November 28, 2007, electronic billing became the official billing method used by the University of Wisconsin–River Falls. After this date, all currently enrolled students will receive their billing statements electronically. UWRF email accounts are the official means of notification for student account and billing information.

Students are responsible for checking their UWRF e-mail and eSIS account for notification of electronic bills and paying bills on time. Notifications of bill availability is sent to your uwrf.edu email address. Tuition and fee charges are generally available for viewing from your online account about 30 days before the term begins.

All currently enrolled students will receive electronic bills only. Students requiring paper bills for medical or other qualified reasons may submit the attached appeal form. Paper Billing Exception Form Current students will only receive paper bills if an exception request is approved.
Congratulations on your admission to UW-River Falls! We are excited to welcome you to the campus community. One of the first steps to becoming a Falcon is submitting your $100 enrollment deposit. When paying the enrollment deposit, you will need your student ID number and Falcon Account password.

Pay Your Enrollment Deposit

If you later decide not to attend UWRF, your $100 enrollment deposit will be refunded if you notify us at admit@uwrf.edu by May 1 for fall semester or November 15 for spring semester.

Pay Your Residence Hall Contract Payment

Apply for living on campus in the residence hall. Your first step is to pay the Residence Hall Contract Payment. Once you have paid your residence hall contract payment, the below button will appear directing you to "Continue To Residence Hall And Meal Plan Portal" where you will sign your residence hall contract to live on campus.

All students enrolling in 6 or more credits are eligible to live on campus. First year and sophomore students are required to live in University residence halls, per the Board of Regent’s Policy, 24-2. This requirement does not apply to students who are 21 years of age or older and/or students who have completed a total of four semesters of college (post high school graduation) at UWRF or another campus.

Students who cancel this contract on or before May 1 (Fall semester) or November 15 (Spring Only semester) will receive a refund of their deposit to their student account. Students who cancel after these dates but prior to moving into the residence halls will forfeit the deposit. To cancel your residence hall contract, email reslife@uwrf.edu. Of the Residence Hall Contract Payment fees that you pay, $35 is not refundable.

Questions? If you experience problems paying your residence hall contract payment or signing a residence hall contract, please contact reslife@uwrf.edu.

Contact Us

Student Billing Office
billing@uwrf.edu
715-425-3145
M-F, 7:45 a.m. - 4:30 p.m.
Welcome to the eSIS (electronic Student Information System) Help Page.

The new Schedule of Classes allows you to search for classes without logging into eSIS. It will also show you the current enrollment.

For best results inside eSIS, please set the eSIS as a "Trusted Site" for your browser.

eSIS is available 24/7 except for announced outages. If you are in the system at the time that the system needs to go down, you will be logged out and will lose any data you have entered since the last save.

For Students

Tutorial For Students:

- Adding a Class
- Applying for Graduation
- Class Search
- Class Search - Gen Education and University Requirements
- Dropping a Class
  (Available during registration & the first 5 days of the new class only.)
- eBilling Tutorial
- Fee Payment Agreement
- Granting Access to Others
- Make an Online Payment
- Refund Direct Deposit Signup
- Registration PIN Numbers
- eSIS FAQs
- eSIS Glossary
- Term Codes
- Committees and Groups
For Faculty and Advisers

- Log On/Menu Basics
- Changing Catalog Years
- Class Rosters
- Committees and Groups
- Early Academic Alert
- eGrading
- eSIS FAQs
- eSIS Glossary
- Faculty/Advisor Center Introduction
- Grade Rosters
- Photos on Class Roster
- Photos on My Advisees
- Term Codes

For Staff

- Log On/Menu Basics
- Changing an Adviser
- Changing Catalog Years
- eSIS FAQs
- eSIS Glossary
- Term Codes
- Committees and Groups

For Guests
• Schedule of Classes
## Estimated Costs Per Semester 2013-14

<table>
<thead>
<tr>
<th>Tuition &amp; Fees for Undergraduates (choose one)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisconsin Resident</td>
<td>$4,042</td>
</tr>
<tr>
<td>Minnesota Resident</td>
<td>$4,229</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$8,018</td>
</tr>
</tbody>
</table>

Your Estimated Tuition & Fees Amount $_______

<table>
<thead>
<tr>
<th>Room &amp; Board</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If on-campus (double room/19 meal plan)</td>
<td>$3,652</td>
</tr>
<tr>
<td>If off-campus</td>
<td>$0</td>
</tr>
</tbody>
</table>

Your Estimated Room & Board Amount + $_______

Total Estimated Bill (add your Tuition & Fees and Room & Board amounts) = $_______

## Financial Aid Per Semester 2013-14

<table>
<thead>
<tr>
<th>Your Financial Aid</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of loans for semester</td>
<td>$_______</td>
</tr>
<tr>
<td>Total amount of grants for semester</td>
<td>+ $_______</td>
</tr>
<tr>
<td>Total amount of scholarships for semester</td>
<td>+ $_______</td>
</tr>
</tbody>
</table>

Total Financial Aid Applied to Your Semester Bill = $_______

<table>
<thead>
<tr>
<th>Total Estimated Bill</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$_______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Financial Aid</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- $_______</td>
<td></td>
</tr>
</tbody>
</table>

= $_______

*If positive, this is the amount you would still owe per semester; if negative, you would receive a refund after your financial aid disburses.*
The estimated Cost of Attendance (COA) is an estimated budget for the academic year, which includes budgeted amounts for non-billed education expenses (living expenses and transportation to campus) as well as billed expenses (tuition, room, meals). This allows you to utilize financial aid to help cover your expenses beyond your semester bill. The COA is only used when packaging financial aid awards, and does not necessarily reflect actual charges.

Actual tuition/fees charges can be found at the Student Billing website.
Actual residence hall charges can be found at the Housing website.
Actual meal plan charges can be found at the Dining Services website.

The estimates below are based upon the following:

Your residency for tuition purposes is determined by Registrar's Office.
Minnesota costs are based on a student receiving reciprocity.
Room based on standard room with single/suite room.
Meals charges based on the 19 meal plan.

### 2015-16 Undergraduate Students: Living On-Campus

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
<th>Midwest Student Exchange</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,720</td>
<td>$8,086</td>
<td>$10870</td>
<td>$15,294</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$360</td>
<td>$360</td>
<td>$360</td>
<td>$360</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$7,674</td>
<td>$7,674</td>
<td>$7,674</td>
<td>$7,674</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,350</td>
<td>$2,350</td>
<td>$2,350</td>
<td>$2,350</td>
</tr>
<tr>
<td>Loan Fee</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,150</td>
<td>$1,150</td>
<td>$1,150</td>
<td>$1,150</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$19,344</strong></td>
<td><strong>$19,710</strong></td>
<td><strong>$22,494</strong></td>
<td><strong>$26,918</strong></td>
</tr>
</tbody>
</table>

### 2015-16 Undergraduate Students: Living Off-Campus

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<td>$90</td>
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</tr>
<tr>
<td>Travel</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$20,494</strong></td>
<td><strong>$20,860</strong></td>
<td><strong>$23,644</strong></td>
<td><strong>$28,068</strong></td>
</tr>
</tbody>
</table>
## 2015-16 Undergraduate Students: Living with Parents/Relatives

<table>
<thead>
<tr>
<th></th>
<th>WI Resident</th>
<th>MN Resident</th>
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<th>Non-Resident</th>
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</tr>
<tr>
<td>Books and Supplies</td>
<td>$ 360</td>
<td>$ 360</td>
<td>$ 360</td>
<td>$ 360</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$2,562</td>
<td>$2,562</td>
<td>$2,562</td>
<td>$2,562</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,350</td>
<td>$2,350</td>
<td>$2,350</td>
<td>$2,350</td>
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<tr>
<td>Loan Fee</td>
<td>$ 90</td>
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<tr>
<td>Travel</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$15,382</strong></td>
<td><strong>$15,748</strong></td>
<td><strong>$18,532</strong></td>
<td><strong>$22,956</strong></td>
</tr>
</tbody>
</table>

## 2015-16 Graduate Students: Living On-Campus

<table>
<thead>
<tr>
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<th>MN Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,940</td>
<td>$8,600</td>
<td>$16,056</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,020</td>
<td>$1,020</td>
<td>$1,020</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$7,674</td>
<td>$7,674</td>
<td>$7,674</td>
</tr>
<tr>
<td>Personal</td>
<td>$2,650</td>
<td>$2,650</td>
<td>$2,650</td>
</tr>
<tr>
<td>Loan Fee</td>
<td>$206</td>
<td>$206</td>
<td>$206</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,150</td>
<td>$1,150</td>
<td>$1,150</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$20,640</strong></td>
<td><strong>$21,300</strong></td>
<td><strong>$28,756</strong></td>
</tr>
</tbody>
</table>

## 2015-16 Graduate Students: Living Off-Campus

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<td>$2,650</td>
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<tr>
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<td>$206</td>
<td>$206</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$21,790</strong></td>
<td><strong>$22,450</strong></td>
<td><strong>$29,906</strong></td>
</tr>
</tbody>
</table>

## 2015-16 Graduate Students: Living with Parents/Relatives

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<td>$206</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,300</td>
<td>$2,300</td>
<td>$2,300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$16,678</strong></td>
<td><strong>$17,338</strong></td>
<td><strong>$24,794</strong></td>
</tr>
</tbody>
</table>
Estimated Cost of Attendance

http://www.uwrf.edu/FinancialAid/PaymentsDisbursements/EstimatedC...
UNIVERSITY OF WISCONSIN

River Falls

Excess Credit Policy

Resolution 8625, University of Wisconsin Board of Regents:

• Starting in the Fall of 2004-05, Wisconsin resident undergraduate students who have accumulated 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100 percent of the regular resident tuition, on credits beyond that level.

• The surcharge will be applied to students in the semester following the one in which they reach the 165 credit limit.

• This policy covers all Wisconsin resident undergraduate students pursuing their first bachelor’s degree, including students pursuing a double major. Minnesota residents and non-residents, graduate, and post-baccalaureate degree students are not affected.

• This policy applies to all credits earned at UW System campuses and WTCS (Wisconsin Technical College System) campuses. Retroactive, AP, military and transfer credits from outside the UW/WTCS institutions do not count towards the 165 credits.

• This policy will not prevent students from pursuing their goals, but it will be at a cost that is less subsidized by Wisconsin taxpayers. This is not a policy that UW-River Falls can decide whether or not to implement, this is a UW-System mandate.

• Each student has the right to appeal the surcharge to the Dean of his or her College. Institutions are permitted to “make exceptions through an appeals process and grant waivers in cases of extenuating circumstances beyond a student’s control.” Instructions on how to appeal the surcharge and a printable form can be accessed at the following web sites:

Waiver of 165 Credit Surcharge Form
Academic Load / Excess Load Policy

Standard Load

Undergraduate

The minimum number of semester credits required for "full-time" status is 12. Students may register for up to 18 credits per semester (17 credits for freshmen) without special permission and at no extra charge. Students who receive financial assistance must be careful that they do not drop below the 12 credit minimum. Less than full-time status may jeopardize eligibility requirements.

During summer session the maximum course load for all undergraduate students, without petitioning for special permission, is one credit per week.

Graduate

The normal load for full-time students is 8-15 credits during a semester and 4-9 during summer session (but no more than one credit per week without the Director's permission). You may exceed these maximums once during your graduation program if you:

- are not on academic probation;
- have successfully completed at least 16 graduation credits; and
- have filed written approval from their adviser with the Graduate Studies Office.

If you take undergraduate courses, each three undergraduate credits will count as two graduate credits in calculating your load. Graduate assistants must take at least eight credits and no more than twelve credits.

The unit of credit is the semester hour, which is given for the satisfactory completion of a subject pursued for one semester and having one class period or two laboratory periods per week.

Excess Load

Students must obtain the approval of their advisor and of the Dean of their college in order to register for an excess load. Any sophomore, junior, or senior who wants to enroll in more than 18 credits or any freshman that wants to enroll in more than 17 credits must file an application for excess load.
There is a per-credit charge for an excess load over 18 credits.
UNIVERSITY OF WISCONSIN River Falls

Tuition/Fees

About Tuition and Fees

Using the links in the left hand navigation will take you to the tuition and fees information based on your residency.

Residency selections include:

- Wisconsin
- Minnesota: Reciprocity Approved
- Non-resident (this includes MN students who have not been approved for reciprocity)
- Midwest Student Exchange (MSE): These tuition rates apply to qualifying residents of Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, and Michigan. Please refer to the this website for further information.
- Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information click here.

Programs with Special Costs

There are a variety of programs at our school which have their own special fees and costs that affect the student's bill. Regardless of your residency, if you are participating in any of the following programs your tuition and fees are listed separately.

- School Psychology
- Master of Business Administration
- Sustainable Management
- Health and Wellness Management
- Early Childhood Education
- Adult Degree Completion
- Auditing Classes
- MS Clinical Exercise Physiology

Additional Costs

There may be additional costs for attendance depending on the courses you are taking. They can be in the form of Special Course Fees or Online Fees.

OTHER FEE INFORMATION

Special Course Fees

Online Fees
General Fee Payment Information

Archive of Tuition/Fee Schedules

Differential Tuition Information

Segregated Fees Information
Final Grade Policy for J-Term and Summer Sessions

Submission of Final Grades for J-Term/Winter Sessions and Summer Sessions

The class rosters with final grades recorded on them are due in the Registrar's Office on or before the fifth (5th) business day following the last scheduled class for that course. The instructor is responsible for checking the accuracy of the information on each grade.

(Faculty Senate Policy 8.2.14.2, Revised April 4, 2012)
UNIVERSITY OF WISCONSIN River Falls

Application Process

1. Apply for scholarships

Once you have been admitted to the University, you will be able to apply online for scholarships. You can apply online using the UW-River Falls Scholarship System. The deadline may vary each academic year, so if you have questions, you can email scholarships@uwrf.edu. If you have been chosen as a recipient, the scholarship will be listed with your financial aid. You can also view our compilation of outside scholarships and visit your local library to find organizations offering scholarships. If you are a current high school student, your guidance counselor is also an excellent resource for finding scholarship opportunities.

2. Complete FAFSA online

If you are interested in receiving federal and state financial aid, you must complete a FAFSA application. The FAFSA is available after January 1st each year. Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available. You must complete a FAFSA on an annual basis.

For faster processing, apply for a PIN to electronically "sign" the FAFSA. As a result of filing the FAFSA, you will receive a Student Aid Report (SAR) from the federal processor. If you provide an email address on the FAFSA, you will receive the SAR via email. Retain this document for your records. Do NOT submit the SAR to the UW-River Falls Financial Aid Office, unless specially requested to do so.

Prospective students: If you would like to get an early estimate of your financial aid eligibility, complete our Net Price Calculator. Remember, this is purely an estimate, and your real financial aid awards may differ from your calculator results.

3. Submit verification forms if requested by the UW-River Falls Financial Aid Office

By federal regulation, the US Department of Education can select your FAFSA to go through a verification process. If your application is selected, the Financial Aid Office will send you a Verification Worksheet with a request for you to submit tax data to our office. Our Submit Verification Documents page explains how you must submit tax data to us. Verification must be complete before your federal financial aid will be awarded. You can also see if your application has been selected for verification in your To-Do List in eSIS.

4. Accept or Decline Awards on eSIS

Once you have completed a FAFSA (and have verified your information, if requested), you will receive a Financial Aid Award Letter by email listing the financial aid you are eligible to receive. Go to Types of Aid to get detailed information on each award listed. In general, grants are gift-aid that do not need to be repaid and are accepted on your behalf, while Work Study and loans are self-help aid which you need to accept if you decide you want these awards. Your aid package is likely to include a loan. If it does, carefully consider the amount of loan you wish to accept. You can accept less than the amount listed, or you can decline the loan entirely if you can finance your education without it. Carefully review the Understanding Your Award guide and complete all required actions in order to receive your awards.
Accept or decline your awards:

1. From your eSIS home page (your Student Center), click on View Financial Aid.
2. Choose the correct aid year.
3. View your award information for the year and read through the information provided.
4. Click on Accept/Decline Awards. You need to accept, decrease, or decline the amount of any Work Study and/or loan awards on this page. Click on the "Accept" box next to an award if you want the full amount. To decrease an amount, click on the "Accept" box and enter your desired lesser amount. Click on the "Decline" box to fully decline the award.
5. Click Submit when finished. Once you have accepted or declined an award online, the amount cannot be changed without contacting the UW-River Falls Financial Aid Office.

5. Review your enrollment status

The number of credits you are enrolled in is your "enrollment status". If you are NOT yet registered for classes at this time, your financial aid is based on full-time enrollment status by default. If you plan to be less than full-time, contact our office. Your award amounts are not final and will not disburse until your aid is based on your actual enrollment status. It is your responsibility to verify that your class schedule is correct by the 5th day of class each semester because your financial aid will not be re-evaluated after the 5th day if you add or drop a class.

6. Apply for Minnesota Tuition Reciprocity

Wisconsin and Minnesota have an agreement to provide in-state tuition to students. If you are a Minnesota resident, you can apply for reciprocity online. It can take up to 6 weeks for the Minnesota Office of Higher Education to process this application, so early submission is recommended.

7. Report all anticipated resources

Federal regulations require that we consider all outside resources you may receive to finance your education. Your federal and state financial aid eligibility may change if you receive any outside scholarships, grants, DVR assistance, etc. Promptly notify us of any such outside resources so any necessary adjustments can be made to your award as soon as possible. Send an email to scholarships@uwrf.edu and list the following: name of scholarship/resource, amount to be received, and which semester you anticipate the organization will send the money.

8. Federal Stafford/Perkins Loan Processing

If you are borrowing a Federal Stafford and/or Perkins Loan for the first time at UW-River Falls, you must complete additional steps online before your loan(s) will be processed and disbursed to the UW-River Falls Accounts Receivable Office. You must complete Loan Entrance Counseling and sign the Master Promissory Note. Visit our Processing Your Loans page to complete these additional steps.

9. Apply for additional loans if needed

If additional aid is needed above and beyond federal and state financial aid, parent PLUS loans, SELF loans for Minnesota residents, and alternative loans can be considered. For information on each of these loans and instructions on applying, visit our Loans page.
10. Financial Aid Disbursements

Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a 'snapshot' of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. **It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office.** Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

11. Sign up for Direct Deposit for refunds

Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards:

1. Log into your eSIS account at [https://esis.uwrf.edu](https://esis.uwrf.edu) with your Falcon Account username and password.
2. From your eSIS home page (your Student Center), click the Make Online Payment Here button (under the Finances section). You may need to unblock pop-ups for this new window to appear.
3. Select Direct Deposit on the left and enter your bank account information.
4. Contact the Student Billing Office at 715.425.3145 if you do not have a bank account available for direct deposit of refunds.

12. Transfer Students

Transfer students who have already completed a FAFSA for the current academic year **do not** need to complete it again. Instead, log in at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and select the "Add or Delete a School Code" link. Add UW-River Falls' school code: 003923. Financial aid will not automatically transfer from one school to the next.

13. Retaining eligibility for financial aid

To maintain eligibility for federal financial aid, you must make [Satisfactory Academic Progress](http://www.uwrf.edu/FinancialAid/ApplicationProcess.cfm).

Contact Us

Financial Aid Office
finaid@uwrf.edu
P: 715-425-3141
F: 715-425-0708
M-F, 7:45 a.m. - 4:30 p.m.
January 1
New FAFSA for the next year is available. Complete your FAFSA as early as possible so that your aid is packaged in time for the start of fall semester and so that all aid types you may be eligible for are still available. A PIN is required to electronically “sign” your FAFSA online.

January
Bill statements for spring semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early February
Spring financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

March - May
If you are planning on taking summer classes, fill out a summer financial aid application.

April 15
Tax deadline with the IRS.

Summer
If you are borrowing a Federal Perkins Loan and/or Federal Stafford Loan for the first time next fall, you must complete the online Entrance Counseling and Master Promissory Note (MPN): Processing Your Loans.

August
Bill statements for fall semester are emailed to students from the UW-River Falls Student Billing Office. Payment plan options are included.

Early September
Fall financial aid is credited to your account. If you have excess financial aid after your charges are paid, a refund is processed shortly after. To receive your refund, you must set up direct deposit in your eSIS (under the Make Online Payment Here button).

October
Complete the UW-River Falls Scholarship Application.

Late December
Satisfactory Academic Progress is evaluated for financial aid recipients. By federal regulations, you must be making progress to continue to receive federal and state financial aid.
Contact Us

Financial Aid Office
finaid@uwrf.edu
P: 715-425-3141
F: 715-425-0708
M-F, 7:45 a.m. - 4:30 p.m.
315 North Hall
How might withdrawing from all my classes during a semester affect my financial aid?
Return of Title IV Funds Policy

What if I never officially withdraw from UW-River Falls?
Unofficial Withdrawal Policy

How does not making satisfactory academic progress affect my financial aid?
Satisfactory Academic Progress Policy

What if I am taking classes at another university while seeking my degree at UW-River Falls at the same time?
Consortium Agreement Policy
Admissions Standards

Your application to graduate school starts by selecting your program of study. While the information below pertains to most graduate programs, there may be additional admission requirements and application instructions for your selected program of study.

General Admission Requirements

In general, the requirements to be admitted include:

- An earned baccalaureate degree from an accredited institution;
- An overall undergraduate grade point average of at least 2.75 (on a four-point scale) or an average of at least 2.90 based on the last 64 semester credits (90 quarter credits) of the undergraduate program;
- Completed application received with $56 processing fee; and
- Any additional admissions requirements specific to your program

All documents are submitted to the Graduate Admissions Office, 112 South Hall, 410 S. 3rd Street, River Falls, WI 54022.
Application Checklist

Follow this checklist to ensure that your application is complete:

Choose your program of study by reviewing the Graduate Catalog or contact the Graduate Studies office for assistance.

Apply online with the electronic UW System application form. Note that some programs have admissions deadlines or start during specific terms.

Pay the $56 application fee either by credit card or check. (Only required if you are pursuing a degree or certificate).

Send in any additional admissions materials, if required for your program. Requirements will be described for each program of study at Graduate Programs.

Request transcripts from your past colleges or universities. These official documents must be sent directly from the institution to Graduate Admissions, 112 South Hall, 410 S. 3rd Street, River Falls, WI 54022. If you are currently a UWRF student, send an email to the UWRF Registrar Office for instructions.

Find out your financial aid options by visiting the Financial Aid web page or contacting the Financial Aid office.

When you’ve been admitted, you’ll be sent instructions on how to register for classes and other information necessary to begin your course of study.

Special Requirements

View special admission requirements by selecting a student type below:

<table>
<thead>
<tr>
<th>For Returning Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are a returning graduate student, you may complete a re-entry request form instead of an application unless you are changing your program of study or you are now interested in pursuing a degree or certificate. In these cases, you should contact the Admissions staff for assistance.</td>
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</tbody>
</table>

For International Graduate Students
For more information about applying as an international student, refer to Admissions for International Students.

For Transfer Students
Because of the unique nature of the program coursework, some of our graduate programs will not accept any transferred credits. For others, you are limited to transferring nine graduate credits and these credits must be approved by your advisor and the Director of Graduate Studies. Check with the program coordinator for specific information on transferring graduate credits.

To accept transfer credits, we must receive an official transcript from the institution listing the course taken. Transferring credits will not affect your probationary status. Distance-learning credits are eligible for transfer only if the course is accepted for a graduate degree program at the institution giving the credit.

For New Teaching Students
If you seeking an initial teaching certification, you will need to pass the PRAXIS II exam and apply for certification through the College of Education and Professional Studies, Teacher Education Department. Go to the college Web site for more details.

For Students on Probation
If your undergraduate grade point average was between 2.25 and 2.75, you may be admitted under probationary status.

Probationary status is available if you have earned six or more graduate credits, with a grade of "B" or better from an accredited graduate school outside of the University of Wisconsin System and you meet all other admissions requirements. You will remain on probation until you have completed nine graduate credits at UW-River Falls with grades of "B" or better.

Need Assistance?
Contact the graduate admissions staff for guidance with your program or admission process by calling 800-228-5607 or by email.

Contact Us
UNIVERSITY OF WISCONSIN River Falls

Graduate Procedures

Here is an index to some of the processes you may use during your graduate career at UW-River Falls. If you have additional questions, please contact the Graduate Studies Office.

Appeals Process

If you are unable to complete your program of study within a seven-year time limit, you may appeal once for an extension. Acceptable reasons would include unusual health conditions, fulfillment of military obligations or similar extenuating circumstances.

To make an appeal you would complete the appropriate form and return it to the Graduate Studies Office. In your appeal you must include

- a specific plan and timetable to complete your degree requirements;
- a statement on your efforts to stay current within your program of study;
- a review from each department chair for all courses taken outside of the seven-year window; and
- a recommendation from your adviser.

The Director of Graduate Studies will review the request and notify the student and the adviser of the decision.

Applying for Graduation

You must apply for graduation through your eSIS account. Click here for instructions on how to apply for graduation in eSIS. See the Registrar's Commencement Information for deadlines, application fees and regalia information.

Grading Disputes

Grading disputes should first be discussed with your course instructor. If you are unable to resolve differences, you may appeal your grade by following the procedure described in the UWRF Faculty and Academic Staff Handbook, 8.2.18 Student Appeal of Grades.
Plan B Research Papers

You will defend your master’s paper in an oral examination conducted by the three members of your graduate committee. In addition, Plan B research papers must adhere to guidelines for mandatory submission to the university’s repository in the Chalmer Davee Library, MINDS@UW-River Falls. The checklist and approval form can be found at the MINDS Submission Information page. The final copy of your paper, with a cover sheet signed by your adviser, and the original MINDS approval form (plus 1 copy of the form) must be submitted to the Graduate Office located in 104 North Hall.

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Re-Entry Process

If you are a returning graduate student in good academic standing, you may complete a re-entry request form instead of a complete graduate application. Students who wish to change their program of study or status from temporary student to pursue a degree or certificate will need to complete the full graduate admission process. See Apply Online.

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Requesting Course Load Exceptions

See Course Load Rules to determine if you will exceed the course load limits for a particular term. To request an exception, you will need to complete the Excess Load form and obtain signatures from your adviser and the Director of Graduate Studies. In some cases a copy of your transcript may be required. It is your responsibility to submit the completed form to the Registrar’s Office before the end of the first week of classes for the term that you are requesting an exception.

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Scheduling Exams

To schedule your oral examination, you will coordinate the date, time and location with your assigned graduate committee members. Once you have scheduled your exam, send an email with this information to Kim Fischer in the Graduate Studies Office at least two weeks before the examination date and not later than four weeks before the end of your final term. Your email should include confirmation from the committee members that they can
attend the scheduled date and time.

If your final term happens to be during the summer, you must make your scheduling arrangements during the previous spring term.

If your degree plan requires you to complete a written comprehensive examination you would schedule this exam with your department.

Plan A Thesis

Because each member of your graduate committee must approve your completed thesis, you must inform all three members of the committee about the development of the problem, research progress, and results, as well as the writing of the thesis. You will defend your thesis in an oral examination. After your paper has been approved by your graduate committee, you will submit it for binding.

One copy of the thesis must be bound. To have your thesis bound, go to 104 North Hall to obtain a deposit slip. Then, you will take the deposit slip and a $15 fee per copy (i.e. $15 for the required copy plus $15 for each additional copy for personal use) to the Student Billing and Financial Aid Service Counter in 315 North Hall (Map). Finally, take your receipt and a copy of both the thesis and the cover page with the signatures of all committee members to the Graduate Studies Office in 104 North Hall. The copies will then be sent out for binding. One will be sent to your advisor and the other will be submitted to the UWRF Library academic depository.

It is your responsibility to check the manuscripts for proper pagination and deliver them to the Graduate Office. Acceptable margins are either one-inch margin on all sides or a wider margin on the left to accommodate the binding. The cover sheet for the thesis must be signed by your adviser and your Graduate Committee.

Plan A theses must adhere to guidelines for mandatory submission to the university's academic repository at MINDS@UW-River Falls. The checklist and submission form can be found at MINDS Submission Information.
Graduate Studies
graduatestudies@uwrf.edu
715-425-0629
M-F, 7:45 a.m. - 4:30 p.m
104 North Hall (map)
J-Term applicants must have completed a FAFSA for the current year and be enrolled during the previous fall semester. The amount of J-Term aid depends on the amount of financial aid eligibility you have remaining for the year. You must be within satisfactory academic progress standards to receive aid. You will receive an email once your aid eligibility has been reviewed.

J-Term Aid Application - The J-Term 2016 application will become available once J-Term registration begins during Fall 2015.

Summer semester is considered an "add-on" session to the preceding academic year, and you must have completed a FAFSA for the academic year preceding the summer semester. Financial aid for summer depends on the availability of funds and the amount of aid you have already used during the previous academic year. You must be within satisfactory academic progress standards to receive aid.

Summer Aid Application - The application will be available through the Summer 2015 semester. Please register for your summer courses before applying for financial aid.

If you apply for financial aid for an International Study trip, you must have completed a FAFSA for that academic year. The FAFSA should be completed at least three months prior to the semester in which you plan to study abroad.

The next step for applying for financial aid for an international study trip is completing the Additional Expense Form for Study Abroad. The amount of financial aid you are eligible to receive cannot exceed the study abroad program’s standard costs. Increased financial aid eligibility for study abroad programs is usually limited to student or parent loans. A state Study Abroad Grant is available for Wisconsin resident students who have financial need, and while funding is limited, Global Connections makes every attempt to award every student that is eligible. Submitting the Additional Expense Form does not mean that you will receive additional financial aid for studying abroad.

As with any regular semester, you must be enrolled at least half-time (which is six credits for undergraduates and four credits for graduates) to be eligible to receive most financial aid. J-Term credits are combined with fall credits to determine enrollment for financial aid purposes.

Note: Federal Regulations prohibit releasing any financial aid funds before the semester for which you have been awarded. So if you need to pay a trip deposit early, for example, you must plan ahead. UW-River Falls financial aid counselors are here to assist you as you arrange funding for going abroad.
Please make an individual appointment with a financial aid counselor as soon as you begin planning for studying abroad.

If you are attending another college for your International Study trip, you may encounter additional hurdles in the financial aid process. Financial aid is only available to "degree-seeking" students, so if you are only visiting another college for the purpose of an international study, that college cannot offer you aid. You can only get financial aid from the college at which you intend to complete your degree, called the “home institution.” UW-River Falls, as the home institution, may be able to offer financial aid for your study abroad through another college with a Financial Aid Consortium Agreement. (You need to open and print the agreement from this link, complete the student section and have the Host Institution complete their section, and bring the completed form to the Financial Aid office.) Note: because a number of parties must sign off on this agreement, you need to start this process well in advance of the semester you plan to study abroad.

International Study Scholarships Available through UW-River Falls

Based on your major, you may be eligible to apply for an International Studies scholarship through your College. To apply for an International Studies Scholarship, you will need to complete the UWRF Scholarship Application. Once you have submitted your online General Application, you will be able to search under the "Opportunities" dropdown for "Study Abroad". Find your appropriate College and Term you will be completing your International Study, and select Apply. You must answer all of the Supplemental Questions in order to be considered for the scholarship(s).

The College of Arts & Sciences (CAS) Stipend for International Study Abroad is available to students with at least one full semester with a declared major in the College of Arts & Sciences (or Secondary Education majors) who have completed 45 credits by the time of application, and have a minimum GPA 2.75. The award may be up to $500. An essay and letter of support are required with the application.

The College of Business & Economics (CBE) International Studies Scholarship is awarded to students in the College of Business and Economics at the discretion of the college. Students must have a College of Business and Economics major and be continuing students in good academic standing (overall GPA above or equal to 2.0 and CBE major GPA above or equal to 2.25) to be eligible to receive this scholarship.

The College of Education & Professional Studies (CEPS) International Scholarship is awarded to students in the College of Education and Professional Studies at the discretion of the college who will be participating in an International Studies Program

Award Process

International Study scholarship recipients will be selected by the Colleges. The College will notify the Financial Aid Office of the awards. The scholarships will be applied to the student's UWRF account in the term which the study abroad experience occurs. Therefore, if you need to pay a trip deposit early, you must plan ahead.

As stated above, UW-River Falls financial aid counselors are here to assist you as you arrange funding for going abroad. Please make an individual appointment with a financial aid counselor as soon as you begin planning for studying abroad.
Outside Study Abroad Scholarships

- **IIE Passport Study Abroad Funding**

- **Institute of International Education** (includes the Benjamin A. Gilman International Scholarship and the David L. Boren Scholarship among others)

- **Rotary International**

- **International Education Financial Aid**

- **Fund For Education Abroad**

- **Go Overseas**

Contact Us

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finaid@uwrf.edu
P: 715-425-3141
F: 715-425-0708
M-F, 7:45 a.m. - 4:30 p.m.
315 North Hall
**Midwest Student Exchange**

Midwest Student Exchange (MSE): These tuition rates apply to qualifying residents of Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, and Michigan. Please refer to the [this website](http://www.uwrf.edu/studentbilling/TuitionFees/Midwest-Student-Exchange) for further information.

### Undergraduate Students

**Fees for Fall and Spring 2014/2015**

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per credit charge over 18 credits: $393.65

**Fees for J-Term 2014/2015**

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</table>
Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee ($50 per credit online fee starting fall 2015).

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee ($155 per credit online fee starting fall 2015).

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

### Fees for Summer 2015

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### OTHER FEE INFORMATION

- Special Course Fees
- Online Fees
- General Fee Payment Information
- Archive of Tuition/Fee Schedules
- Differential Tuition Information
- Segregated Fees Information
### Fees for Fall and Spring 2014/2015

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Per credit charge after 18 credits: $283.26

### Fees for J-Term 2014/2015

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### Fees for Summer 2015

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**Per credit charge after 9 credits:** $283.26

### Graduate Students

### Fees for Fall and Spring 2014/2015

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Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
MN Reciprocity

Apply for Tuition Reciprocity (MN Residents)

If you are a Minnesota resident, be sure to apply for reciprocity. This will allow you to pay a tuition rate comparable to what is charged at a similar Minnesota school.

Apply Online here

Your reciprocity benefits will be automatically renewed each year if you continue to attend UW-River Falls and can claim Minnesota residency. If you have not taken any classes in the past year, you will need to reapply.

Contact Us

Student Billing Office
billing@uwrf.edu
715-425-3145
M-F, 7:45 a.m. - 4:30 p.m.
215 North Hall
A student whose name has changed since last attending UW-River Falls will have his/her academic transcript issued with the name as it currently appears on the official record.

If your name has changed and you would like your official UW-River Falls academic record (and transcript) to reflect the change, you must provide the following information along with your request for the official transcript:

1. A written, signed and dated statement that requests the name change and cites both the old and new names;
2. Legible copies of the following two forms of identification that designate the new name to which you would like your record changed:
   1. photo identification (acceptable forms include a driver's license, state issued ID card, school ID card with photograph, alien registration card with photograph, or military ID card);
   AND
   2. court ordered / legal document (acceptable forms include a marriage license, social security card, birth certificate, legal passport, certification of U.S. citizenship, employment authorization documents, or Native American tribal document).

As necessary, you may be asked to provide additional documentation to support your request for a name change.
## Fees for Fall and Spring 2014/2015

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<thead>
<tr>
<th>Credits</th>
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Per credit charge over 18 credits: $577.97

## Fees for J-Term 2014/2015

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### Graduate Students

#### Fees for Fall and Spring 2014/2015

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### Fees for J-Term 2014/2015

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**Online Class Fee Note:**

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee ($50 per credit online fee starting fall 2015).

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee (155 per credit online fee starting fall 2015).

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

---

**OTHER FEE INFORMATION**

- Special Course Fees
- Online Fees
- General Fee Payment Information
- Archive of Tuition/Fee Schedules
- Differential Tuition Information
- Segregated Fees Information
Online Fees

Online course fees

The University applies a per credit fee for courses designated as online. Online courses do not require any physical meetings on the University campus. The revenue generated by this fee funds the delivery of online courses and support services. Examples of services funded by this fee include the following.

- Academic support service and test proctoring services
- Development and production of online courses
- Technology support services

All online courses have an online class fee of $45.00 per credit ($50.00 per credit starting Fall 2015-2016) in addition to tuition and other mandatory fees.

Online courses in the College of Business and Economics (CBE) (ACCT, BLAW, CBE, CSIS, ECON, FINC, MKTG, MNGT, MSL) also have a $105.00 per credit fee in addition to the $45 ($50.00 starting Fall 2015-2016) online class fee as well as tuition and other mandatory fees.

Contact Us

Student Billing Office
billing@uwrf.edu
715-425-3145
M-F, 7:45 a.m. - 4:30 p.m.
215 North Hall
DUPLICATE DIPLOMAS
Duplicate diplomas may be ordered through the Registrar's Office. To have a duplicate diploma ordered, the Registrar's Office needs the following information:

- How your name should be printed on the diploma.
- The date you received your degree.
- The address you would like the diploma sent to.

There is a $20 fee (check or cash) payable to UWRF. Duplicate diplomas will be printed and sent out ASAP upon receipt of written request. Rush orders are available at an additional fee of $30 within the United States and $50 outside the United States.

Contact Information
Phone: 715-425-3342
Fax: 715-425-3352
Email: registrar@uwrf.edu

Office Hours
Monday - Friday: 7:45am - 4:30pm

APOSTILLE DIPLOMAS
Apostilles are a function of the Secretary of State for the State of Wisconsin. Additional information about apostilles and how to request that particular form of authentication is available at [http://www.sos.state.wi.us/apostilles.htm](http://www.sos.state.wi.us/apostilles.htm). To apostille a diploma, refer to the guidelines, "A document signed by or issued by a Wisconsin School Officer".

To apostille the diploma, you will need to submit either your original diploma or a certified copy of your diploma (along with the completed Authentication/Apostille Order Form and check) to the Secretary of State for the State of Wisconsin.
Financial aid disbursements

Financial Aid begins disbursing on the 6th day of each semester. This 6th day of each semester is called the Financial Aid census date and is a ‘snapshot’ of your enrollment at the beginning of that day. Your disbursement and your Pell eligibility are based upon your enrollment at the census date regardless of your enrollment before or after that snapshot. So if you are a financial aid student, it is critical that your financial aid is complete and that you have finalized any course adds/drops before that date.

Financial aid awards are usually divided into two equal payments for fall and spring semesters. You need to become familiar with your eSIS account online to ensure that all funds disburse and are applied to your bill correctly. It is your responsibility to monitor your account to ensure that your bill has been paid or arrangements for payment have been made with the Student Billing Office. Monitor the Billing Statement and Pending Aid areas of your eSIS account regularly, and contact the Financial Aid office if your aid does not disburse when anticipated.

Sign up for Direct Deposit for refunds

Financial aid will be disbursed directly to UW-River Falls to pay your tuition, fees, housing, dining, and other charges on your account. If your aid and/or payments exceed the amount of your semester bill, a refund of the excess amount will be produced. To receive your refund, you must sign up for Direct Deposit through your eSIS after you accept your awards. For directions on how to sign up for Direct Deposit please see the Student Billing Refunds page.

Estimate Your Semester Bill
PERKINS LOAN RULES AND REGULATIONS

A Federal Perkins Loan is a low-interest (5 percent) loan for undergraduate students with financial need. UWR is the lender. The loan is made with government funds with a share contributed by UWRF. The borrower must repay this loan to UWRF. The principal and interest that is repaid is deposited back into the loan fund to lend out again to current and future students.

The first time a Federal Perkins loan is awarded and then accepted by the student, a Master Promissory Note (MPN) is created for the student to sign. Please allow 24 to 36 hours after accepting the award for UWRF to have the promissory note prepared for signing. Usually the student needs to sign the legal document only once while attending UWRF. UWRF now uses an electronic MPN which requires an electronic signature. (See Process my Perkins Loan link)

UWR has contracted with Educational Computer Systems Incorporated (ECSI) to service their Federal Perkins loan program, creating and maintaining the promissory note through the billing processes. ECSI has been in the business of servicing student loans for over 30 years. With ECSI, you may access your account at any time over the Internet at http://www.ecsi.net. Also ECSI has Customer Service Representatives available Monday through Friday, 6:30 a.m. through 6:30 p.m. Questions about the Perkins loans may be directed to ECSI.

Educational Computer Systems, Incorporated
181 Montour Run Road
Coraopolis, PA 15108
888-549-3274
http://www.ecsi.net

If ECSI is unable to answer your questions, you may contact the school at:
Student Billing
215 North Hall
River Falls, WI 54022
715-425-3145

GENERAL TERMS

The following information is a summary from a Master Promissory Note. It is the legal document governing the relation of UWRF and the borrower.

CHANGE OF STATUS

The Borrower (student) has the responsibility to notify ECSI when they stop attending the University as at least a half-time student. They should also update their addresses and telephone numbers in eSIS (Falcon Account). The borrower should also provide the same information to ECSI. Until the borrower changes any of the information with ECSI, they will use the original information as provided with the Master Promissory Note.

EXIT INTERVIEW
Exit interviews inform the borrower of their Rights and Responsibilities regarding their Perkins loan. This is a separate and different exit procedure than the Stafford loans. Once a student's attendance at UWRF falls below at least a half-time status, they should contact ECSI to set up an Exit Interview. ECSI will provide information as to where to go on-line for the interview (through www.ecsi.net). Until the borrower completes their interview, a hold will be on their records. Once the interview is completed, the hold on your record shall be removed within a week.

**REPAYMENT TERMS**

There is a ten year repayment period. For loans totaling less than $3700, the minimal monthly payment will be $40. For larger loans, the monthly payment will be set at the amount needed to pay the account within the ten year time limit. The borrower may pay the account in full at any time without penalty.

The repayment period begins ten months from the date the borrower ceases to be at least a half-time student. The initial grace period is nine months during which no principal or interest accrues and no payment is due. Interest begins to accrue at the end of the nine month grace period. The interest rate is locked at five percent (5%).

Payments should be sent to ECSI and may be made through the mail, over the Internet, or over the telephone. Remittances should be payable to UWRF c/o ECSI.

**Mail:**

UWRF c/o ECSI  
181 Montour Run Road  
Coraopolis, PA 15108

**Internet:**

http://www.ecsi.net  
The borrower logs into their account and follows the instructions.

**Telephone:**

888-549-3274  
Customer Service Representatives are available Monday through Friday, from 6:30 AM to 6:30 PM (Central Time).

Payments are due the first of each month. If payment or reason for not making payment (deferment or cancellation requests) are not submitted by the first of the month, the account would be subject to a late charge. Filing deferment/cancellation requests and paying in a timely manner are the borrower's responsibilities.

**ACCELERATION OF REPAYMENT**

The borrower may accelerate repayment of the loan (pay loan off early) without penalty. By paying the account down, less interest is charged. So if the borrower sends an early or extra payment they should indicate whether it is to be applied as a regular scheduled payment or to be applied as an accelerated payment. Payments received without any notation are treated as an accelerated payment.
ACCELERATION OF NOTE & COLLECTION COSTS

At any time, the University has the option of accelerating the note, which is to declare the entire amount of the loan due immediately. However it usually is only done when the borrower does not make payments or file proper deferment requests. Accelerated loans are ineligible for deferments provisions and cancellation benefits.

If satisfactory payments are not being made and additional collection effort is taken, the cost of that effort will be added to the borrower's account.

CREDIT REPORTING

Information about the Federal Perkins loan is reported to a National Credit Bureau on a monthly basis.

Federal Perkins loan information is also reported to the National Student Loan Data System (NSLDS) monthly. NSLDS is a database of all Federal Student Loans. Borrowers may check on their Federal loans by accessing the NSLDS at: http://www.nslds.ed.gov/nslds_SA/ and using their FAFSA PIN.

DEFERMENT OF REPAYMENT

Deferment Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: (http://www.ecsi.net/bwr/forms/index.html)

No interest accrues and no payment is due during a period of valid deferment - unless there was an amount that came due prior to the deferment period.

There is no time limit on the following deferments:

- Enrolled and attending as at least a half-time undergraduate student at an eligible institution.*
- Enrolled and attending as a regular student in a course of study that is part of an approved graduate fellowship program.*
- Enrolled and attending a course of study that is part of a rehabilitation training program for disabled individuals.*
- Engaged in graduate or post-graduate approved fellowship supported study outside the United States.*
- For any period of time while providing services as described in the Cancellation section.*

There is a maximum of three (3) years for the following deferments:

- Military service when the borrower is on active duty during a war or other military operation, or national emergency, or performing qualifying National Guard duty.
- Seeking but unable to find full time employment.
- To avoid economic hardship as determined by UWRF Perkins Receivable Office.*

*EXCEPTION : A borrower is ineligible for these deferments when serving a medical internship or residency.

CANCELLATION BENEFITS
Cancellation Request forms need to be completed by the borrower and then certified by an authorized official before being sent to ECSI for processing. They are available through the ECSI's web site at: [http://www.ecsi.net/bwr/forms/index.html](http://www.ecsi.net/bwr/forms/index.html)

Cancellation benefits are available to Perkins Loan borrowers who work full-time in an eligible position for a full year (or equivalent). Unless identified otherwise, the cancellation rates are:

- First year, 15%
- Second year, 15%
- Third year, 20%
- Fourth year, 20%
- Fifth year, 30%

### Teacher Cancellations

For teachers, the borrower must be employed full-time at a public or a non-profit school (or an approved program) and also able to apply at least one of the following criteria:

- Teaching in a school that is listed by Department of Education as having a high concentration of low income families
- Teaching handicapped infants, toddlers, children, and/or youth
- Teaching mathematics, sciences, foreign languages, bilingual education, or any other field of expertise as determined by the state educational agencies to have a shortage of qualified teachers.
- Full-time Head Start teaching staff members are able to access a cancellation benefit of 15% per year so long as
  - It is operated for a period comparable to a full academic year, and
  - The salary paid is less than a comparable employee in the locality.

### Early Intervention Services Cancellations

For professionals from Early Intervention Services who work with preschool children.

### Law Enforcement or Corrections Cancellation

Cancellations for a full-time law enforcement officer - or - a full-time corrections officer for a local, State or Federal agency.

### Health Care Service Cancellation

Cancellations due to being a full-time nurse or medical technician providing primary health care service.

### Service to High Risk Children/Families Cancellation

Full-time employee of a child or family agency that is providing or supervising the provision of services to high risk children and their families from low income communities.

### Volunteer Service Cancellation

You are entitled to have up to 70% of the Perkins loan cancelled if you are a volunteer for either the Peace Corps or an organization created under the Domestic Volunteer Service Act of 1973. This provision uses the same cancellation rate schedule, however only for the first four years.
Military Cancellation

For each year of full-time active duty in the Armed Forces of the United States serving in an area of defined hostilities (Section 310 of Title 37 of the United States Code), you may cancel up to 50% of your loan at the rate of 12.5% per year.

Death and Disability Cancellation

If the borrower dies or becomes permanently and totally disabled, the entire amount of this loan plus the interest will be cancelled.

Contact Us

Student Billing Office
billing@uwrf.edu
715-425-3145
M-F, 7:45 a.m. - 4:30 p.m.
215 North Hall
### Policies

- Academic Load / Excess Load
- Academic Suspension and Probation
- Adding / Dropping Courses
- Auditing Courses
- Commencement Participation Policy
- Excess Credit Policy
- Final Grades (J-Term/Summer)
- Name Change Policy
- Pass / Fail Program
- Repeated Courses
- Second Degree Policy
- Unofficial Withdrawals (XF Policy)
- Residency for Tuition Purposes
- Withdrawal from the University

### Procedures

- Academic Suspension Appeal Procedure
- eSIS Tutorial Pages
- Graduate Student Procedures
- Searching Class Schedules

### Contact Us

Registrar's Office
registrar@uwrf.edu
Phone: 715-425-3342
Fax: 715-425-3352
M-F, 8 a.m. - 4:30 p.m.
105 North Hall
## Masters in School Psychology (M.S.E)-First Two Years

### Fall/Spring 2014-2015 Tuition and Fees

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Per credit charge over 9 credits for WI Residents: $424.47

Per Credit Charge over 9 credits for MN Residents: $478.29

### J-Term 2014-2015 Tuition and Fees

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Per credit charge over 6 credits for WI Resident: $424.47
Per credit charge over 6 credits for MN Residents: $478.29

**Summer 2015**

<table>
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Per Credit Charge over 9 credits for WI Residents: $424.47
Per Credit Charge over 9 credits for MN Residents: $478.29

**Specialist Degree in School Psychology (Ed.S.)-Final Two Years of the Program**

### Fall/Spring 2014-2015 Tuition and Fees

<table>
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<tr>
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Per credit charge over 8 credits: $449.85

### J-Term 2014-2015 Tuition and Fees

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Per credit charge over 6 credits for WI Resident: $424.47
### Summer 2015

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Per credit charge over 8 credits: $449.85

### Masters of Business Administration

### Fall/Spring 2014-2015

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Per credit charge over 4 credits: $691.50

**Summer 2015**

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Per credit charge over 8 credits: $390.00

This rate applies to all SMGT and HWM classes.

### Early Childhood Degree Completion

#### Fall/Spring 2014-2015

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Per credit charge over 8 credits: $691.50
### J-Term, 2014-2015

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Per credit charge over 4 credits = $277.85

### Summer 2015

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Per credit charge over 12 credits: $277.85

This rate applies to students with Program/Plan ECLD.ES.
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Per credit charge over 12 credits: $330.24

This rate applies to students in the following Program/Plans:

- BUSA.BS.ADC
- BUSA.BS.FINC.ADC
- BUSA.BS.MNGT.ADC
- BUSA.BS.MKTG.ADC
**NEW STUDENT FEES:**

**NEW STUDENT FEE: $208.75** (one time charge)

**NEW STUDENT TRANSFER FEE: $184.75** (one time charge)

**J-Term 2014-2015**

<table>
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<tr>
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<th>Total</th>
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Per credit charge over 12 credits: $324.82

**Summer 2015**

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**Auditing Fees**

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<td>466.00</td>
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<tr>
<td><strong>Senior (60+)</strong></td>
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</tbody>
</table>
Undergraduate | $0.00 | 85.00 | 289.00
Graduate | $0.00 | 136.00 | 466.00

Non-degree seeking students only taking audit classes may audit a class on a space available basis with the instructor's approval at the per credit audit fee. Campus fees will not be charged, but nor will the comparable services be available.

It is the responsibility of the student to see permission to audit a class from the instructor and fill out the proper audit forms, available in the Registrar's Office.

**MS Clinical Exercise Physiology**

**Fall/Spring 2014-2015**

<table>
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<th>Credits</th>
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**J-Term 2014-2015**

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### Summer 2015

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Per credit charge over 6 credits: $500

Charge for 9 credits and over: $4,500

### Fall/Spring 2014-2015

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Per credit charge over 4 credits: $500

Charge for 9 credits and over: $4,500
### J-Term 2014-2015

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Per credit charge over 4 credits: $300.00

### Summer 2015

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>87.55</td>
<td>387.55</td>
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<tr>
<td>6</td>
<td>1,800.00</td>
<td>330.85</td>
<td>2,130.85</td>
</tr>
</tbody>
</table>

Per credit charge over 4 credits: $300.00
Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit ($50 per credit starting fall 2015) online fee.

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit ($155 per credit starting fall 2015) online fee.

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL
Refunds

Refund Processing

A refund is automatically generated when a student has a credit balance on his or her student account in eSIS. Credit balances occur when payments and/or financial aid exceeds tuition and fee charges. UWRF requires students to sign up for direct deposit to ensure refund payments are received timely. All students eligible to enroll will receive an e-mail from security@ecsi.net with direct deposit sign up information including refund account ID and temporary password. UWRF has partnered with ECSI to provide refunding services beginning May 12, 2014.

Students can access the ECSI website to sign up for direct deposit two ways if they no longer have the e-mail from security@ecsi.net

1. Click on Direct Deposit Signup from your eSIS Student Center
2. Go to the ECSI website, https://www.ecsi.net/refund/?client=REF-J1 Here you can also check on the status of your refund.

- The UWRF client code is REF-J1
- Your account ID is the first two letters of your last name plus your Falcon ID. For example, a student with the last name of "Smith" and Falcon ID of "W3090000" would have a refund Account ID of smw3090000.
- You will receive your temporary password in the e-mail from security@ecsi.net or click on the Lost Password? Link and re-enter the client code REF-J1 and your Account ID (Login ID) and select "E-mail My Password."

Refunds are processed once per week, generally on Tuesdays by the student billing office. Please allow 2 to 3 business days for the refund to be in your bank account. Your refund will be delayed if you are not signed up for direct deposit. Please contact the Student Billing Office at 715-425-3145 if you are unable to obtain a bank account to use for direct deposit of refunds.

Refund Schedule for Academic Fees for Drops and Withdrawals

The refund schedule below can be used for calculating the refund of tuition, segregated fees, and online fee charges based on the session length and time point in the period when the withdrawal or drop occurred. The amount owed or the refund due is based on the total charges rather than the amount paid to date. Classes dropped after the 100% refund period are included in the credits attempted for the term and used for determining tuition for the term.

*** Changing classes may result in additional charges on your account.

*Refunds are based on total FEES CHARGED rather than amount paid, and are calculated from the beginning of the class session start date, which may differ from the class meeting start date.
<table>
<thead>
<tr>
<th>Duration</th>
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<th>100%</th>
<th>50%</th>
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<td>8-11 weeks</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>5-7 weeks</td>
<td>100%</td>
<td>50%</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3-4 weeks</td>
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<td>100%</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>*Only for the first two days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that in addition to the adjustment to tuition and fee charges explained above Financial Aid may be recalculated for students withdrawing from the University. The University is required to calculate if any Federal Financial Aid, also known as Title IV Aid, needs to be returned for withdrawn students. Title IV Aid is prorated on a daily basis. Students are not eligible for 100% of Title IV Funds until the student has completed at least 60% of the term. Withdrawing prior to that time may mean that the student will have to repay a portion of the Title IV Funds, which may impact the refund amount or amount due to the University.

Refund of Other Fees

Room and meal plan refunds are pro-rated by the Housing and Dining Offices. Please call Residence Life at 715-425-4555 with room charge questions or Dining Services at 715-425-4444 with meal plan questions.

Special Course Fees are refunded 100% through the first week of the course. Special course fees are non-refundable after this time. Special refund policies may apply for access codes for online resources. Appeals of special course fees should be directed to the department charging the Special Course Fee.

Contact Us

Student Billing Office
billing@uwrf.edu
715-425-3145
M-F, 7:45 a.m. - 4:30 p.m.
215 North Hall
A student may repeat any course in which a grade of 'C-', 'D+', 'D', 'F', 'XF', 'U', or 'W' was earned.

Students may request to repeat courses in which other grades were received only if there are extenuating circumstances. To request this exception, a Course Repeat Exception form must be completed and approved by the student's adviser, the chair of the department offering the course, and the student's Dean BEFORE the end of the first day of classes for that term. If the form is not completed and submitted to the Registrar's Office by the end of the first day of classes for that term, the student will be automatically dropped from the roster.

The original grade will remain on the student's transcript. The new grade will replace the previous grade when computing the grade point average (GPA). If a student repeats a course and earns a lower new grade, the lower new grade will be used in the computation of the GPA. If a student withdraws from a course taken as a "Repeat," the original grade earned will be reinstated in the overall GPA calculation.

The University does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule.

Students may not retake courses at another institution in order to raise their UWRF GPA. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

NOTE: Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veteran's benefits may not count in benefit level determination those credits for which D's were previously earned.

NOTE TO FINANCIAL AID STUDENTS: In accordance with federal regulations, you are not allowed to use federal financial aid to pay for repeated classes in which you previously received a grade of C or higher. If you have any questions on how this could affect your financial aid award, contact the Financial Aid Office.

Faculty Senate Policy passed December 1, 2012 (Motion 2012-2013/69)
Resident Status for Tuition Purposes

When students apply for admission, resident status for tuition purposes is also determined. Students are classified as resident or nonresident for tuition purposes. Decisions are made based on standards established in Wisconsin Statutes 36.27 (2), which govern resident status for tuition purposes. These standards differ from other standards used to determine residency for voting, paying taxes, and other purposes. Therefore, it is important that applicants to the University understand the Wisconsin statute governing resident status for tuition purposes and how it may apply to individual applicants.

Statutes

- Wisconsin Statutes
  - Section 36.27 (http://docs.legis.wisconsin.gov/statutes/statutes/36/27)–Tuition [for Residents and Nonresidents]

- Wisconsin Administrative Code
  - Chapter UWS 20 (http://docs.legis.wisconsin.gov/code/admin_code/uws/20)–Nonresident Tuition Determination Procedures and Appeals

- Federal Statutes

Informational Brochures, Guidelines, & Frequently Asked Questions


- Minnesota Reciprocity
  - Section 39.47 (http://docs.legis.wisconsin.gov/statutes/statutes/39/III/47)–Minnesota-Wisconsin Student Reciprocity Agreement
  - Minnesota-Wisconsin Tuition Reciprocity Application (http://heab.state.wi.us/reciprocity/index.html)

providing in-state tuition to certain members of the Armed Forces and their families.

- Campus Contacts - 2014 (https://www.wisconsin.edu/undergraduate-education/download/Campus%20Contacts%20-%202014.pdf)
UNIVERSITY OF WISCONSIN River Falls

Return of Title IV Funds Policy

A student may find it necessary to withdraw from all classes during a semester. The student may be eligible to receive a refund of tuition and course fees depending upon the timing of withdrawal.

If circumstances cause a student to withdraw from all classes, they are encouraged to contact their academic advisor so their decision will be based on a clear understanding of the consequences of withdrawing from all classes.

Determining Aid Earned

If a student withdraws from UW-River Falls, then the school, or the student, or both may be required to return some or all of the federal funds awarded to the student for that semester. The federal government requires a return of Title IV federal aid that was received if the student withdrew on or before completing 60% of the semester. Federal funds, for the purposes of this federal regulation, include Pell Grant, Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, and Parent PLUS Loans. The formula used in this federal "return of funds" calculation divides the aid received into earned aid and unearned aid.

A student "earns" financial aid in proportion to the time s/he is enrolled up to the 60% point. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. If a student was enrolled for 20% of the semester before completely withdrawing, 80% of federal financial aid must be returned to the aid programs. If a student stays through 50% of the semester, 50% of federal financial aid must be returned.

For a student who withdraws after the 60% point-in-time, there is no unearned aid. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

In compliance with federal regulations, the financial aid office will perform the calculation within 30 days of the student's withdrawal and funds will be returned to the appropriate federal aid program within 45 days of the withdrawal date. An evaluation will be done to determine if aid was eligible to be disbursed but had not disbursed as of the withdrawal date. If the student meets the federal criteria for a post withdrawal disbursement, the student will be notified of their eligibility within 30 days of determining the student's date of withdrawal. If the eligibility is for a grant disbursement, the funds will be disbursed within 45 days of determining the student's date of withdrawal. If the eligibility is for a loan, the student will be notified in the same timeframe but they must also reply to the Financial Aid Office if they wish to accept the post withdrawal loan obligation. A post withdrawal disbursement of any funds would first be used toward any outstanding charges before any funds are returned to you.

Return of Title IV Federal Financial Aid

Once the amount of unearned federal aid is calculated, the UW-River Falls repayment responsibility is the lesser of that amount or the amount of unearned institutional charges. The school satisfies its responsibility by repaying funds in the student's package in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
• Perkins Loan
• Parent PLUS Loan
• Pell Grant
• FSEOG
• Other Title IV Grant Funds

Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution and/or the U.S. Department of Education. If a student fails to repay grant funds, s/he may be ineligible for future federal financial aid.
Return to Wisconsin (RTW): These tuition rates apply to non-resident children and grandchildren of alumni who have received a degree from the University of Wisconsin-River Falls. For more information visit here.

**Undergraduate Students**

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per credit charge over 18 credits: $433.48

**Fees for J-Term 2014/2015**
Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee ($50 per credit online fee starting fall 2015).

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee ($155 per credit online fee starting fall 2015).

### OTHER FEE INFORMATION

- Special Course Fees
- Online Fees
- General Fee Payment Information
- Archive of Tuition/Fee Schedules

### Credits Return to Wisconsin Seg Fees Total

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<th>Credits</th>
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### Fees for Summer 2015

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<td>2964.25</td>
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Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

Differential Tuition Information

Segregated Fees Information
Federal regulations mandate that all institutions of higher education establish Satisfactory Academic Progress (SAP) standards for students receiving financial aid. (Note: Financial Aid SAP policy criteria differs from the University's Academic Standards Suspension and Probation Policy criteria. Students who receive financial aid must understand and meet both standards.)

In order to receive financial aid ongoing, students must meet the following three SAP standards:

1. **Grade Point Average:**
   - Undergraduate students must maintain a cumulative GPA of 2.0 or above.
   - Graduate students must maintain a cumulative GPA of 3.0 or above.

2. **Minimum Credits Completed:**
   - Students must successfully complete 67% of total attempted credits. That means:
     - Credits attempted include all courses that are part of the student's official record, regardless of the grade earned. All grades of A, B, C, D, or S denote satisfactory course completion. A grade of F, XF, W, U, SP, or I denotes unsatisfactory course completion.
     - Repeated courses will count as credits attempted each time the course is taken. *note: regulations dictate that students cannot use financial aid to pay for a course with a passing grade more than twice (i.e., taken initially and repeated once).*
     - Audit courses are not counted when calculating SAP.
     - The 67% is calculated by taking the number of earned credits divided by the number of attempted credits (for example, 120 divided by 180 is a pace of 67%).
     - As a student earns 67% of credits attempted in each semester, the student should complete an academic program within the maximum timeframe (below).

3. **Maximum Timeframe:**
   - A student can receive financial aid for no more than 150% of the published number of credits required for the current academic program. Most UW-River Falls undergraduate programs require 120 credits, so students can receive financial aid up to 180 credits even if they have not yet graduated.
   - If a student is pursuing a second degree, the 180-credit maximum may be exceeded only through the appeal process, evaluated on a case-by-case basis.
   - Most graduate programs require 34 credits, so a student could receive financial aid up to 51 credits even if they have not yet graduated.

**Financial Aid Suspension**

After grades have been submitted and the Registrar's office has calculated Academic Suspension following each fall semester, the financial aid office evaluates SAP on all students. Accordingly, a student's financial aid eligibility is suspended for subsequent semesters if the student presents any of the following:
• an undergraduate cumulative GPA less than 2.0 (3.0 for graduate students)
• a completion rate less than 67% of total attempted credits (see Minimum Credits Completed above)
• a credit total exceeding the maximum time frame (explained above)
• Academic Suspension (If a student is suspended academically after any semester, that student is automatically be placed on financial aid suspension as well.)

Financial Aid Reinstatement Appeal
If a financial aid recipient is placed on Financial Aid Suspension, that student may appeal for a Financial Aid Probation semester using the appropriate form:

Satisfactory Academic Progress (SAP) Appeal - GPA/Completion Status
Satisfactory Academic Progress (SAP) Appeal - Max Time Form

Appeals will result in either financial aid reinstatement (Financial Aid Probation) or financial aid denial (Financial Aid Suspension).
The student can receive financial aid during the Financial Aid Probation semester if:

• the student's appeal is approved and
• it is possible for the student to meet the SAP standards at the end of the Probation semester by either:
  ○ meeting the terms of probation in the letter from the Financial Aid Office and/or
  ○ meeting the criteria of an academic plan developed with the student's academic advisor
   In either case, if the terms are followed, this will ensure that the student is able to meet the SAP standards by a future established and agreed upon date/semester.

The appeal must be submitted and approved before the end of the semester for which the student is appealing to received financial aid.

Students will be notified if their appeals are approved; this email will explain Financial Aid Probation and outline the specifics of their academic plans.

Regaining Continued Eligibility
All students who are on Financial Aid Probation will be reevaluated for SAP progress at the end of the Probation semester, and manually monitored following each term as long as they remain on probation or an academic plan:

• If the student meets the SAP progress criteria after the Probation semester, financial aid eligibility will be reinstated.
• If the student does not meet the SAP requirements after the Probation semester but meets other specific criteria in the academic plan, the student will be placed on Financial Aid Probation again for the subsequent semester. The student will again be eligible for financial aid during the Financial Aid Probation semester and will be reviewed for SAP at the end of that semester. The student will be notified with results and instructions.
• Any student who meets neither the Probation semester SAP progress criteria nor the specifics of the academic plan will be placed on Financial Aid Suspension, lose financial aid eligibility, and will be notified accordingly.
While on Financial Aid Suspension, students can apply for private or alternative loans that do not require Satisfactory Academic Progress while attending school.

**Additional Information for Students Returning From Studying Abroad:**

**UWRF Study Abroad Program**

If a student has participated in a UWRF study abroad program and receives an I (incomplete) grade, the Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until the I is updated to an official grade, the student must notify the UW-River Falls Financial Aid Office to have SAP re-evaluated.

**Non-UWRF Study Abroad Program**

Grades for credits attempted through a non-UWRF study abroad program are historically slow in being reported to the UWRF Registrar’s Office. The Financial Aid Office is still required to count those credits as attempted, and they will be counted as unsatisfactory in the course completion total until an official transcript from the other school is received and evaluated by the UWRF Registrar's Office. This situation may result in a financial aid reinstatement. The Financial Aid Office will be notified by the Registrar's Office once the official transcript had been evaluated and the Financial Aid Office will then re-evaluate SAP.
UNIVERSITY OF WISCONSIN River Falls

Second Degree Policy

Students who have a Bachelor's degree but wish to pursue their education further may elect to seek a second degree.

For UW-River Falls graduates, the second degree must be different from the first degree; a student with a B.S. degree would be allowed to work towards a B.A. degree but not a second B.S. degree. Appeals of the second B.S. degree may be submitted in writing to the Dean of the college offering the second degree.

Individual students may obtain a second degree for which they are eligible by completing the following:

- Meeting all specific requirements for the second degree.
- A UWRF graduate must complete an additional 30 resident semester credits beyond the issuance of the first degree.
- Graduate of another university must successfully complete a minimum of 30 resident semester credits; meet all General Education, professional and major/minor requirements for the second degree. At least six credits of these credits must be in the major area and at least three credits must be in the minor area; additional major or minor credits may be required by individual departments.
- The final fifteen credits for the degree must be earned at UWRF unless an exception is granted by the College Dean.
Requesting Transcripts

A UWRF Official Transcript is a complete record of a student’s enrollment at UWRF maintained by the Registrar’s Office.

An Official Transcript includes all undergraduate, graduate, and professional courses. Partial transcripts are not available.

This permanent record is considered confidential between the student and the university.

No transcripts are released, except to authorized representatives within the University, without the written permission of the student.

An Official Transcript will not be issued unless all obligations to the university have been satisfied.

Official Transcripts will not be faxed. They can only be picked up or mailed.

UNOFFICIAL TRANSCRIPT

"Unofficial" transcripts are limited to enrolled students, who may access unofficial transcripts on their eSIS Student Center Page. Former students and alumni who need a copy of their educational record must request an official transcript.

ORDERING INFORMATION FOR OFFICIAL TRANSCRIPTS

ORDER ONLINE HERE 24/7 - The Quickest and Most Convenient Way to Order a Transcript

Standard processing turnaround time once you place your transcript order online is 1 to 3 business days.

***Applying for a Graduate Program at UWRF - for information on how to send your transcript to UWRF Graduate Admissions, please email the Registrar's Office at registrar@uwrf.edu

Registrar's Office
105 North Hall
Transfer Application and Requirements

THERE IS STILL TIME TO APPLY FOR FALL 2015!

Applying for Admission is Simple

1. **Application**: Complete the [UW System application](http://www.uwrf.edu/Admissions/TransferStudents/TransferAdmission.cfm) for undergraduate admission.

2. **Application Fee**: Pay a one-time application fee of $44 if you are applying as a degree-seeking student. This fee is not required if your last institution attended was a two-year [UW Colleges](http://www.uwrf.edu/) campus.

3. **Transcripts**: Request official transcripts from all previous institutions attended and have them sent directly to the River Falls Admissions Office. If you have completed less than 24 credits when applying, you must also submit an official high school transcript. Students must have 12 or more credits completed to be considered as a Transfer Student for admission requirements. It is best to send your transcripts as soon as possible even if you have courses listed as "in-progress", unless you are wanting to use current classes to raise your posted GPA or reach 12 or 24 completed credits. "In-progress" classes are evaluated for credit transfer.
Admission Requirements

Transfer students typically have a 2.5 or higher overall GPA from previous institutions. Students with GPAs between 2.0-2.5 should still apply. Some programs do typically require higher GPAs:

- Accounting (2.6)
- Animal/Dairy Science (2.6)
- Business Administration (2.6)
- Computer Science (2.6)
- Economics (2.6)
- Elementary Education (3.0)
- Health and Human Performance
  - Exercise Science (2.5)
  - Health and Physical Education (3.0)
- Secondary Education (2.75)
- Social Work (2.6)

Applicants are given a comprehensive review. Applying as a major listed above usually requires that cumulative GPA (from all institutions attended) to be posted at the time of application to the University, with some exceptions.

Apply Today! Once Admitted...

- Sign-up online or over the phone at 715-425-3500 for an earlier New Student Registration program for Fall 2015 classes
  - Transfer students can attend any program dates in June
  - Sessions are available until June 16th and then again starting August 27th until September 9th

- Self-Enroll online for Summer 2015 classes, if applying for Summer 2015
- Receive your initial transfer credit evaluation and begin fine-tuning your credits with your advisor
- Submit on-campus housing applications for better matching of preferences (if living on campus)

Appeal Process

Every application denied has already been through a comprehensive review. For an appeal to be considered, it must bring to light new academic and/or personal information, as well as details pertaining to extenuating circumstances that were not addressed in the initial application. The appeal letter must be written and submitted by the applicant and sent to the
Admissions Office (e-mail is acceptable, admit@uwrf.edu). A complete appeal includes: the appeal letter, an updated official transcript (if transcript with initial application contained "in progress" courses), and a recommendation letter supporting your appeal. Applicants can only appeal once and decisions resulting from an appeal are final. We will not accept appeals filed on behalf of the student by a parent, counselor, teacher, friend, etc. Appeals will be reviewed on a bi-weekly basis.

Contact Us
Admissions Office
112 South Hall (map)
admit@uwrf.edu
715-425-3500
M-F, 8 a.m.-4:30 p.m.
Transfer Evaluations for new and current students are done in the Registrar’s Office.

To view the full transfer credit policy, please see policy 8.2.33 in the Faculty Senate Handbook located here.

Undergraduate transfer students who have attended the University of Wisconsin-River Falls before should have their transcripts from other institutions sent to:

UW-River Falls
Registrar's Office
410 S. 3rd Street
River Falls, WI 54022-5001

Courses may not be retaken at another institution to raise your UWRF GPA and will not be transferred in towards your UWRF academic record. Transfer credit generally applies toward graduation. However, grades for these courses will not be calculated into your UWRF cumulative GPA.

Undergraduate students who would like to have their International coursework transferred to the University of Wisconsin-River Falls need to have their record evaluated by an official evaluation service. Please follow the steps below.

- River Falls requires official copies of academic records from all secondary schools, colleges and universities you have attended. Official records should include all exam results, transcripts/marks, certificates, diplomas or degrees received. These documents should be sent directly to UW-River Falls from the institutions attended. All documents must have a certified English translation.

- To receive credit for courses that you have taken at another college or university outside the United States, you should submit your academic records to a professional evaluation service for review. UW-River Falls recommends one of the following evaluation services:
  
  - Educational Credential Evaluators (ECE)  http://www.ece.org/
- World Education Services (WES)  http://www.wes.org/

- The report from the evaluation service should be sent directly to UW-River Falls.

## Transfer Credit Tools:

### Transferology

Transferology is an online tool that serves as a gateway to participating institutions’ automated degree audit and transfer articulation systems. This means that you will be able to view course equivalencies, see program requirements, enter and store coursework, and even request an evaluation of transfer work against a program.

### UW Transfer Information System (TIS):

The UW Transfer Information System (TIS) is a computer system designed to provide potential transfer students with current and accurate information to help them make more informed transfer decisions.

### Transfer Guides: Wisconsin, Minnesota, and Others

For additional information on course transfer, please contact the Registrar’s Office:

registrar@uwrf.edu
Registrar's Office
registrar@uwrf.edu
Phone: 715-425-3342
Fax: 715-425-3352
M-F, 8 a.m. - 4:30 p.m.
105 North Hall

Transfer Information http://www.uwrf.edu/Registrar/TransferInformation.cfm
Tuition Bills

Electronic Billing and Notification

**The University does not generate paper bills for students.** The student's bill is available on their eSIS approximately 1 month prior to the start of the term. An e-mail will be automatically generated when charges appear and sent to the student's UWRF e-mail account. A student not receiving/accessing an e-mail is not excused from not paying their bill on the posted due date this is because the bill is available on their eSIS account.

Using Financial Aid

If a student is using financial assistance to pay all or part of their bill it is their responsibility to check their eSIS account to find the amount of pending aid and deduct that from their total balance. The balance remaining is treated the same as a student not using financial aid.

Partial Payments

The University offers a partial payment plan for Fall and Spring term only. Student are automatically entered into a partial payment plan if they pay at least 1/3 of their balance due by the first posted due date for the fall and spring term. (1/3 of the balance remaining after subtracting the pending financial aid). The student can make two more payments of at least 1/3 of the remaining balance by the 2nd and 3rd due date. To avoid all finance charges the account must be paid in full by the second due date of the fall and spring term.

Partial payments are not available for J-Term or Summer Term. Tuition is due in full by the first due date for J-Term and Summer Term to avoid a finance charge. Finance charges will be assessed every month on any balances left unpaid after the payment due date for J-Term and Summer Term.

Late Fees and Finance Charges

There is a $75 late fee assessed to every account that does not have at least 1/3 of the bill paid by the first due date of fall and spring term. A 1% finance charge (1.25% finance charge as of September 1st, 2015) is assessed every month on any balances left unpaid starting after the 2nd payment due date posted for fall and spring term.

Tuition and Fee Appeals

Please see the Tuition and Fee Appeals for Policy and Procedures.

Registration

If a student has not paid in full by the final due date of the term, a hold is placed on their account. This hold will prevent them from registering for future terms at UWRF until their account has been paid in full. **Even if the student makes arrangements to get payment to us, the hold will stay on their account until there is a $0 balance.**

Enrollment Deposit

New freshman and first time transfer students are required to have a $100 enrollment deposit on their account before they can register for classes.
Types of Aid

**UW-River Falls Scholarships**
In general, scholarships through UW-River Falls may be based on academic performance, financial need, program of study, year in school, or many other factors.

**Outside Scholarships**
Scholarships are available to students from organizations outside of UW-River Falls. Visit this page to see a listing of some outside scholarships.

**Grants**
Grants are need based and are considered gift aid that does not have to be repaid. You are considered for all federal and state grants when applying for financial aid.

**Loans**
Several loan programs are available to students. Some loan programs are based on need and are federally funded. Others are available regardless of need.

**Student Employment**
We offer two kinds of on-campus student employment at UW-River Falls:

**Federal Work Study:**
If you demonstrate financial need according to the FAFSA, you may be eligible for these federally-funded positions.

**Student Assistance:**
Regardless of financial need, you are eligible for these university-funded, non-federal on-campus positions.
Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process
A final grade of "XF" is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Those students who have all “XF’s” are assumed to be ‘unofficially withdrawn’.

Administrative Action
The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. An “XF” grade is treated as an ‘F’ for all other policy purposes.
UNIVERSITY OF WISCONSIN River Falls

Unofficial Withdrawal

Students are defined as unofficially withdrawn for Title IV Federal Aid purposes when they do not have any grades for the semester other than "XF", a failing grade due to non-attendance.

Identification Process

A final grade of "XF" is assigned by instructors failing students due to non-attendance or non-completion of coursework. When instructors assign an "XF" grade they are asked to report the last known date of attendance, if possible.

At the end of each semester, a report is generated of all students who have Title IV federal aid and who have a semester GPA of 0.00. Those students who have all "XF's" are assumed to be 'unofficially withdrawn'.

Administrative Action

The report is reviewed for those students with federal and state aid whom are assumed to have unofficially withdrawn from the University. The last date of attendance as reported by any of the instructors is determined and used in the Return of Title IV Funds calculation.

If a last day of attendance cannot otherwise be determined, the student is assumed to have attended 50% of the enrollment period and the formula is calculated based on that length of attendance.

Students will be billed for resulting institutional charges and repayments of federal and/or state financial aid. An "XF" grade is treated as an 'F' for all other policy purposes.
University of Wisconsin-River Falls  
Fee Payment Agreement  
Effective 3/6/2015

I. GENERAL ENROLLMENT REQUIREMENTS:

A. Payment of Educational Expenses: In order to enroll as a student at the University of Wisconsin-River Falls (UWRF) and register for classes at UWRF, I understand that I am responsible for payment in full of all educational expenses, including applicable tuition, fees, housing costs, meal plan costs, and other charges incurred in connection with my registration and attendance at UWRF. I understand that if I am an University of Wisconsin-River Falls student, I am required to live in university residence halls and participate in one of the standard meal plans, unless I meet the housing exemption criteria and that if I am not deemed exempt and violate this UW system policy, I am responsible for payment of housing and meal plan costs. To view 2-Year Residency Requirement and Exemption criteria and process, please visit www.uwrf.edu/Housing/Index.cfm. Such payment must be received in full by the established due dates set by UWRF for each term. (To see such due dates, please visit http://www.uwrf.edu/AccountsReceivable/TuitionBills/BillingDueDateCalendar.cfm)

In order to complete my enrollment and registration at UWRF, I am required to enter into this agreement for the purpose of clarifying the UWRF requirements in regard to payment for UWRF educational services, online account services and other related terms and conditions which relates to my receipt of educational services from UWRF. I understand that if I am eligible for the payment plan option below, UWRF shall have the right to automatically initiate the payment plan option described below in accordance with these terms and conditions.

In the event of default of any of the terms of this agreement, I hereby give to the UWRF Controller, or his/her designee, Power of Attorney to apply all monies due me from UWRF to any delinquent portion of this note until the principal fees, interest and costs are paid in full. I agree that UWRF may repay my account balance from any Title IV funds due me. I understand that the principal amount is calculated based on my class load and tuition refund schedule each semester at UWRF. All outstanding tuition account balances are considered qualified educational loans under I.R.C. 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 U.S.C. 523(a) (8).

B. Access to eSIS Account: UWRF will provide me with access to an on-line eSIS account while a student at UWRF. Through my eSIS account, I will be able to register for classes, access my grades and class schedule, view billing information and amounts owed to UWRF, the due dates for such amounts, and the status of any financial aid I may be entitled to receive.

C. Payment Plan: Although all eligible educational expenses are payable on the relevant Fee Due Date indicated for such amounts in eSIS, UWRF recognizes that students, including myself, may not make such payments in full on the relevant Fee Due Dates for each semester. At its discretion and if
certain requirements are met, UWRF would like to extend credit to me to allow me to pay certain past due amounts pursuant to a payment plan detailed below (the “Payment Plan”). All fees, tuition, housing and meal plan costs are eligible for placement on the Payment Plan.

The Payment Plan will allow me to make payments in two installments later in the semester after an initial payment on the first fee due date for the term. There is a late payment fee of $75.00 for not making my minimum initial payment by the first due date for the term. Finance charges are assessed on amounts placed on the Payment Plan that are not paid in full by the second due date and all subsequent due dates until my account is paid in full. In order to avoid a material breach of this agreement, all outstanding amounts due and owed must be paid on or before the last due date for the term. Failure to make all payments shall result in the UWRF initiating collection action as described herein below.

I am being asked to sign this Agreement now so that, in the event that I unable to pay the entire balance of fees, tuition, housing and meal plans by the Fee Due Date for any fall or spring semester, UWRF will place all remaining amounts on a Payment Plan.

The consequences of failure to pay amounts owed by the relevant Fee Due Dates are outlined in the provisions below.

D. **Withdrawal Requirement:** Should I choose not to remain enrolled in some classes, or at UWRF, I understand I have an obligation to complete the drop process for classes for which I have registered, or I will be charged for them. If dropping all classes for the term I will complete the withdrawal process as found on the UWRF Registrar’s website, [www.uwrf.edu/Registrar/Withdrawal.cfm](http://www.uwrf.edu/Registrar/Withdrawal.cfm). I will verify my classes are dropped in eSIS on the date I requested, and I understand that if I am receiving financial aid, I may need to return funds to the university, federal and/or state government according to regulations.

E. **Health Insurance:** I understand that health insurance is not provided through UWRF and therefore I am financially responsible for treatment of any personal injuries that I sustain on campus. I have made arrangements for my own health insurance and/or I am financially able to cover my personal medical costs.

II. **TERMS AND CONDITIONS OF AGREEMENT:**

By checking the “I accept” option below, I hereby acknowledge, agree and consent to the following terms and conditions as follows:

A. **Amounts Owed:** I agree to pay:

(i) The amount of any and all segregated (seg) fees, tuition, housing, health services, meal plan, and any other charges related to UWRF’s provision of services to me, assessed by UWRF and charged to my eSIS account.

(ii) Finance charges at a rate of 15% per year (1.25% per month) on any unpaid amounts from the due date of each such amount (as indicated in eSIS), until the amount due is paid in full.
(iii) Any other late charges and collection fees and costs that may become due as provided in this agreement, including, but not limited to percentage-based fees not to exceed thirty-three percent (33%) and legal fees.

B. Extension of Credit/Payment Plan: In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of UWRF, I hereby acknowledge and agree that the UWRF, at its sole discretion and authority, may initiate a “Payment Plan” to which I will be responsible for fulfilling in regard to payment of educational expenses by the Fee Due Date for the applicable semester, as detailed below:

(i) Payment Plans are only available for the fall and spring semesters and all costs incurred for fees, tuition, housing, meal plans and all other charges for each semester may be placed on a Payment Plan;

(ii) To qualify for a Payment Plan for a given semester, I must make a 33.3% minimum payment towards that semester’s total outstanding fees, tuition, housing, and meal plan costs no later than the first relevant Fee Due Date for the term as shown on my statement of account;

(iii) At its discretion, UWRF may place me on the Payment Plan after the published first due date for the relevant fall or spring semester (approximately one week before classes start);

(iv) A $75.00 late fee will be charged if the minimum 33.3% payment is not received by the first due date for the relevant fall or spring semester. Pending aid may be deducted before calculating the minimum payment amount.

(v) A 1.25%, per month, finance charge on my remaining balance will be added to my account each month after the second due date for the term. The finance charge will be calculated on the balance due for amounts previously billed;

(vi) A Payment Plan for any given semester consists of two required installment payments after the minimum payment made no later than the first relevant fee due date for the term. The first installment payment is due on the date indicated on my billing statement available in eSIS for such payment; approximately 30 days after eligible amounts are placed on the Payment Plan. The second installment is due on the date indicated on my billing statement available in eSIS for such payment, approximately 30 days after the first installment due date;

(vii) 50% of the total balance subject to the Payment Plan will be due on each installment due date after the initial due date. Installment payments plus finance charges are due by the published due dates. If the total of any amounts placed on the Payment Plan changes, UWRF will adjust the installment amounts accordingly. At its discretion, UWRF may allocate any adjusted amounts to the next installment due date; and

(viii) UWRF has the right to deny participation in any Payment Plan for any semester without further notice to me.

C. eSIS & Published Fees: I agree to use my eSIS account to obtain the most accurate and current information regarding any amounts owed and due dates, to check that account before each due date, and to read the on-line published fee information located at the Student Account’s website: http://www.uwrf.edu/AccountsReceivable/TuitionBills/BillingDueDateCalendar.cfm each term for additional date and payment information. I agree to review and abide by the published information for tuition refund
schedules prior to dropping or withdrawing from class after the start of the term found online at http://www.uwrf.edu/AccountsReceivable/Refunds.cfm

D. **Late Enrollment and Changes to Classes or Services:** I understand that all tuition, fees, housing, health services, meal charges, and other fees are due on the term due date, even if I have not received a bill for them. In the event that I enroll in the term after the first billing statement has been generated, or make adjustments to my class schedule, housing, or meal plan options, I will check my eSIS account for the current balance due at the term due date. In the event that I enroll in the term or make adjustments to my class schedule, housing, or meal plan options after the first billing due date has passed, I will check my eSIS account for the current balance due the following day.

E. **Registration Hold & Class Cancellation:** I understand that my failure to pay any amounts assessed by UWRF when due will result in prohibiting me from registration and enrollment for future terms until my account balance is current. While classes are not automatically dropped for non-payment, I understand that my failure to pay any amounts assessed by UWRF when due, including paper or electronic checks returned for insufficient funds or other payment denial reasons, may result in my registration for current or future courses being cancelled without further advance notice. I understand that I am responsible for dropping or withdrawing from classes within the published refund schedule to avoid or reduce tuition charges and cannot assume that my classes will be dropped for nonpayment. I also understand that even if I do drop or withdraw within the published refund schedule, that if I am receiving financial aid, I may not be entitled to keep all financial aid funds already disbursed, and can be billed and will be responsible for any outstanding financial aid funds in accordance with federal regulations.

F. **Restriction of Records:** I understand and agree that UWRF will restrict the use of my records to prevent my registration and withhold my transcripts and diplomas in the event I fail to comply with the payment obligations of this agreement.

G. **Financial Aid:** I understand and agree that financial aid awarded to me will be credited to my student account, and excess funds after all charges are paid will be refunded to me. I agree that in addition to my tuition, segregated fees, special course fees, room, and dining charges, my financial aid can pay all other University fees or fines I may incur including: administrative, application, athletic team, bad check, child care, collection, copy, damage, deposit forfeit, equipment, finance charge, graduation, health services, insurance, international, library, locker rental, new student, parking, registration, student association, study abroad/away, textbook, transfer student, weight room, and withdrawal. I understand I must notify the Bursar in writing prior to signing this agreement if I object to my aid applying to any of these additional charges and elect to pay those charges by personal payment.

Any delays in obtaining financial aid will not exempt me from making payments when due on my account. Changes in my credits used for determining aid eligibility may cause the eligibility to be recalculated, and aid to be deducted from my account. I may have to repay aid previously disbursed to me. I hereby understand, agree and consent to my student account being charged for any aid overpayment. At its discretion, UWRF may allow me to repay this amount in installments but I understand that I may be assessed finance charges on this balance until it is repaid in full.
H. **Default:** I understand and agree that if I fail to make any payment when due, UWRF may declare the entire balance of any amounts owed (including principal, interest, late charges and collection fees and costs) to be due and payable within 15 days after giving me notice of such default.

I. **Changes To Terms:** UWRF has the right to unilaterally make changes affecting the terms of my account, including finance charges to be imposed, by having me sign an agreement with the updated terms, or by mailing to me at my last known address notice of any such changes prior to their effective date.

J. **Prepayment:** I may pay the remaining balance on my account or more than the minimum payment at any time to avoid or reduce future finance charges.

K. **Term of Agreement:** This agreement is effective as of the date agreed and will continue to be in effect until a new agreement is signed.

L. **Changes To Contact Information:** I agree to inform UWRF of any change in my name, address, telephone number, or social security number in a timely manner.

M. **Waiver of Notices, etc.:** I hereby expressly and severally waive by myself as the debtor, demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law, and I further agree that this agreement is controlled by the holding of *Board of Regents of the University of Wisconsin System vs. Mussallem*, 94 Wis. 2d 657, 289 N. W. 2d 8-01 (1980), and that UWRF may, without notice to myself as the debtor, and without affecting the liability of myself as the debtor, renew and/or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing.

N. **Release of Information:** I am hereby being given notice and give my consent, as may be required by law, (i) to allow UWRF at its option, to report favorable and unfavorable credit information pertaining to myself (i.e. credit ratings, etc.) to credit bureaus and other non-campus third parties and (ii) in the conduct of its credit granting and collection activities, to release my social security number to these non-campus third parties.

O. **Collection Costs & Late Fees:** In the event I fail to timely comply with the payment obligations detailed in this agreement, I agree to pay all costs of collection incurred by UWRF including but not limited to collection agency fees, credit bureau fees, legal filing fees, service of process fees, publication fees, witness fees, reasonable attorney fees and recording fees and to pay any late fees assessed by UWRF. I also understand that UWRF may certify my past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments, or vendor payments owed me by the Department of Revenue or Department of Administration.

I hereby authorize UWRF and/or its agents, including attorneys and/or collection agencies, to contact me via cellular telephone and/or all forms of electronic technology (to include text messaging and e mail) to collect such outstanding debt, unless I notify such party in writing to cease such communication.
P. **Marital Property Act:** If I am married, I agree that any credit obligations incurred in connection with the Agreement will be incurred in the interest of my marriage or family. Further, I understand that no provision of a marital property agreement, a unilateral statement under Wisconsin Statute §766.59, or a court decree under Wisconsin Statute §766.70 adversely affects the interest of UWRF as a creditor unless UWRF, prior to the time credit is granted, is furnished with a copy of the agreement, statement or decree or has actual knowledge of the adverse provision when the obligation to UWRF is incurred. I understand that if I wish to have a marital property agreement, unilateral statement or court decree considered in connection with the extension of credit under this Agreement, that I will enclose a copy of it with this Agreement.

In order to comply with the provisions of the Wisconsin Marital Property Act, I understand that it is necessary for me to provide the below information so that notice of the extension of credit can be provided to my spouse in the event that I am married:

Marital Status: (check one)
__ Unmarried
__ Married
__ Legally Separated / Date of Decree _____________

If Married:
Spouse’s Name: ________________________________
Spouse’s Address: _____________________________________________________________________

III. **CONSENT TO AGREEMENT/ELECTRONIC SIGNATURE:**

By checking “I ACCEPT” below, I hereby confirm that I have read the “electronic signature” terms and conditions, I am voluntarily entering into this electronic Term and Conditions of Enrollment/Credit Agreement” and I agree to the terms and conditions stated herein above. I hereby consent to the use of this electronic format and my electronic signature (by checking “I accept” below) to enter into this agreement with UWRF and understand the legal enforcement and consequences thereof.

I hereby confirm that I have read and understand the terms of this Agreement.

“**I ACCEPT**”

“**I DO NOT ACCEPT**” (I will not be allowed to register at UWRF.)
**Billing and Due Date Calendar**  

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<tr>
<th>Term</th>
<th>Term Code</th>
<th>Term Start Date</th>
<th>&quot;Tuition Calculation Date&quot;*</th>
<th>Optional Partial Payment Plan Minimum Due AFTER Subtracting Pending Aid</th>
<th>Bill Date*</th>
<th>Due Date*</th>
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<td>9/2/15</td>
<td>8/3/15</td>
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</tr>
</tbody>
</table>

*Tuition calculation, billing, and due dates are subject to change without notice.

**After the tuition calculation date you can view your charges for the term in eSIS.
In eSIS go to: Student Center>Billing Statement
Total charges and payments for the term are shown in the Term Balances tab.
Transaction dates are shown in the Daily Activity tab.

There is a $75 late fee for not making the minimum fall and spring payment by the first due date. Minimum payments are 1/3 of the amount due after subtracting pending financial aid.
For all other due dates there is a 1.25% per month finance charge on unpaid balances including partial payment plan installments.

**TUITION REFUND DEADLINE DATES**
Refund periods are determined by session length.
Tuition refund Deadlines for dropping or withdrawing from **Regular** Session Classes are shown below. For refund information for any session other than "Regular" please consult the schedule at [http://www.uwrf.edu/AccountsReceivable/Refunds.cfm](http://www.uwrf.edu/AccountsReceivable/Refunds.cfm)
The drop or withdrawal date in eSIS is the date used for calculating tuition refunds. Follow the drop/withdrawal procedures on the Registrar's website: [http://www.uwrf.edu/Registrar/PoliciesAndProcedures.cfm](http://www.uwrf.edu/Registrar/PoliciesAndProcedures.cfm)

**REGULAR SESSION REFUND SCHEDULE**

<table>
<thead>
<tr>
<th>Session</th>
<th>Refund Periods</th>
</tr>
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| Fall 2015-16| September 15, 2015 Last day for 100% refund
|             | September 29, 2015 Last day for 50% refund. |
| J-Term 2015-16| December 29, 2015 Last day for 100% refund. |
|             | January 5, 2016 Last day for 25% refund. (J-Term follows the four-week session refund schedule.) |
| Spring 2015-16| February 7, 2016 Last day for 100% refund |
|             | February 21, 2016 Last day for 50% refund. |

**NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER SEPTEMBER 29TH.**

**NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER JANUARY 5TH.**

**NO TUITION REFUNDS FOR REGULAR SESSION CLASSES AFTER FEBRUARY 21ST.**
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<th>Campus Fees</th>
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</table>

per credit charge over 18 credits: $262.43

<table>
<thead>
<tr>
<th>Credits</th>
<th>Wisconsin Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>267.85</td>
<td>55.94</td>
<td>323.79</td>
</tr>
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</table>
### Fees for Summer 2015

<table>
<thead>
<tr>
<th>Credits</th>
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<tr>
<td>1</td>
<td>267.85</td>
<td>87.55</td>
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<td>535.70</td>
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<tr>
<td>3</td>
<td>803.55</td>
<td>184.87</td>
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<td>4</td>
<td>1071.40</td>
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<td>1236.83</td>
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<tr>
<td>5</td>
<td>1339.25</td>
<td>282.19</td>
<td>1621.44</td>
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<tr>
<td>6-9</td>
<td>1607.10</td>
<td>330.85</td>
<td>1937.95</td>
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</table>

Per credit charge over 9 is $262.43

### Graduate Students

### Fees for Fall and Spring 2014/2015

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>141.55</td>
<td>566.02</td>
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<tr>
<td>2</td>
<td>848.94</td>
<td>205.33</td>
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<td>3</td>
<td>1,273.41</td>
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<td>4</td>
<td>1,697.88</td>
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<td>2,030.77</td>
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<td>Credits</td>
<td>WI Residency Tuition</td>
<td>Campus Fees</td>
<td>Total</td>
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<td>----------------------</td>
<td>-------------</td>
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<tr>
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<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Campus Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>424.47</td>
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<td>1697.88</td>
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<tr>
<td>6</td>
<td>2546.82</td>
<td>293.95</td>
<td>2840.77</td>
</tr>
</tbody>
</table>
### Online Class Fee Note:

Online classes (Room or Mode of Instruction = "On-Line") for subjects other than those offered by CBE have an additional $45 per credit online fee ($50 per credit online fee starting fall 2015).

CBE classes (see subject list below) with Room or Mode of Instruction = "On-Line" are assessed an additional $150.00 per credit online fee ($155.00 per credit online fee starting fall 2015).

Course Subjects Offered by CBE: ACCT, BLAW, CBE, CSIS ECON, FINC, MKTG, MNGT, MSL

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Other Fees</th>
<th>Total</th>
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</thead>
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<td>8</td>
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<td>9</td>
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<td>4114.18</td>
</tr>
</tbody>
</table>

Per credit charge over 9 credits: $424.47

### OTHER FEE INFORMATION

- Special Course Fees
- Online Fees
- General Fee Payment Information
- Archive of Tuition/Fee Schedules
- Differential Tuition Information
- Segregated Fees Information
Withdrawal from the University

Students that find it necessary to drop ALL courses for a given term and leave the university must withdraw.

Students should see their academic adviser prior to initiating the withdrawal process.

Failing grades will be issued to students that fail to follow the proper withdrawal procedure.

If the term has NOT begun:

Drop each course individually

Complete the online withdrawal form.

On your request to cancel your registration include your full name, ID Number, phone number, address, signature, and the term you are withdrawing from. Courses must be dropped a minimum of 1 week prior to the first day of the academic term in order to receive a refund.

If the term HAS begun:

Complete the online withdrawal form.

On your request to withdraw include your full name, ID Number, phone number, address, signature, and the term from which you are withdrawing.

You are responsible for all financial obligations to the university. You cannot obtain a transcript or re-enter the university until all financial obligations are cleared.

Medical Withdrawal Information

RE-ENTRY:
Contact Debra Marek:
debra.j.marek@uwrf.edu

The following offices on campus will be notified of your withdrawal.

- Financial Aid: (715) 425-3141
- Residence Life: (715) 425-4555 (B3 East Hathorn Hall)
- Textbook Services: (715) 425-3106 (33 Hagestad Hall)
- Tuition & Fees: Students who withdraw before the end of the fourth week of the semester may have a portion of their tuition and fees refunded. Contact the Student Billing Office for specific information, (715) 425-3145
- Dining Services: (715) 425-4444 (170 University Center)