



## STUDENT FINANCIAL SERVICES

### New Student Checklist

#### Students, Prior to the First Day of Term

- Monitor your UW-Whitewater email account regularly for important notifications and communications.
- Familiarize yourself with financial processes and payment options ([uww.edu/adminaffairs/finance/sfs](http://uww.edu/adminaffairs/finance/sfs)).
- Submit scholarship notice form(s) and check(s) no later than 10 business days prior to the first day of the term for processing. Checks and forms can be dropped off at the Cashier's Office or mailed (PO Box 88, Whitewater, WI 53190). <https://www.uww.edu/adminaffairs/finance/cashiers-office/forms#CashiersOfficeForms>
- Complete the *Authorization to Release Information*. This release allows specific individuals, often parents, access to your financial records and the ability to speak with Student Financial Services on your behalf. To complete, log into WINS > Student Financial Account > Account Inquiry > Release Financial Info.
- Set up an *Authorized Payer* within Nelnet (payment processor). The Authorized Payer, often a parent, receives electronic billing notifications and enables the ability to make payments to your student account. To complete, log into WINS > Student Financial Account > Make a Payment > Authorized Payers > Add New.
- Initiate 529 College Savings Plan payments early to provide sufficient processing and transit time by the provider, USPS, and UW-Whitewater.
- Set up Direct Deposit (e-refunding) to receive refunds faster and to avoid lost or stolen checks. Log into WINS > Student Financial Account > Make a Payment > Manage Refunds > Manage My Refunds. Submit correct information and account number to avoid delays in receiving funds.
- If interested, review the Payment Plan requirements and self-enrollment deadline dates. A Payment Plan is available during the fall, spring, and summer terms.
- Review payment options and payment due dates. Payment due dates are the 12<sup>th</sup> of every month.
  - Online – electronic check (no fee) and credit cards (convenience fee) accepted
  - In Person – payments accepted at Cashier's Office, 104 Hyer Hall; after hours drop box available; card transactions are accepted in person with a convenience fee.
  - Mail – payments can be mailed to UW-W Cashier's Office, PO Box 88, Whitewater, WI 53190
  - Payment Plan – available summer, fall, and spring terms; requires self-enrollment (no longer automatic)
  - International Payments – worldwide payments accepted using Flywire ([flywire.com/pay/uww](http://flywire.com/pay/uww))

#### Students with Federal Loans

- Complete the *Loan Agreement (Master Promissory Note)* at [studentaid.gov](http://studentaid.gov).
- Complete *Loan Entrance Counseling* at [studentaid.gov](http://studentaid.gov).
- Authorize use of TITLE IV funds for federal aid to pay non-tuition charges. To complete, log into WINS > Student Financial Account > Student Permissions.

#### Parents with Parent Plus Loans

- Complete the *Master Promissory Note for a Parent PLUS Loan* at [studentaid.gov](http://studentaid.gov). Parent should log into their account (not student) to complete. A notification letter should be received via mail.

#### STUDENT FINANCIAL SERVICES; 104 Hyer Hall

Student Accounts window  
Cashier's Office window

8am – 4pm, M-F  
8am – 3:30pm, M-F

[sfs@uww.edu](mailto:sfs@uww.edu)  
[cashiers@uww.edu](mailto:cashiers@uww.edu)

(262) 472-1373  
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