

UW-Whitewater, Student Financial Services
UW Independent Learning Course Form and Tuition Waiver

To request concurrent enrollment, completed and submit this form and additional required documents listed below, to the UW-W Student Financial Services Office at sfs@uww.edu. Be sure to keep a copy of the information you have submitted for your records. Please allow up to fourteen (14) business days for review and processing.

Additional Required Documents

1. Copy of Pre-Registration Enrollment Confirmation from UW Independent Learning
2. Completed and approved *Transfer Credit Agreement* from UW-W's Admissions Office

FIRST & LAST NAME (*formal name listed on official records*): _____

UW-W STUDENT ID: _____ **UW-W CAMPUS EMAIL:** _____

ACADEMIC CAREER: Undergraduate Graduate

TERM: Fall Spring Summer **YEAR:** _____

NUMBER OF ENROLLED CREDITS AT UWW: _____

UW INDEPENDENT LEARNING COURSE

Course Number: _____ Course Credits: _____

Course Title: _____

Why are you requesting to take this course online through UW Independent Learning?

I confirm the information included on this form and additional documents has been reviewed and is accurate.

Student Signature: _____ **Date:** _____

UW-Whitewater, Student Financial Services

UW Independent Learning Courses

UW Independent Learning, <https://il.wisconsin.edu/>, provides students an option to take online self-paced courses. According to UW System policy, credit taken by students enrolled at a UW System institution will be combined in order to determine the tuition assessment.

Registration

1. Secure pre-approval and pre-register for the course (<https://il.wisconsin.edu/>). Complete the pre-registration online at UW Independent Learning website. A confirmation email from UW Independent Learning will be sent to the student.
2. Complete, submit, and obtain [Transfer Credit Agreement](#) approval from the UW-W Admissions Office.
3. Complete the *UW Independent Learning Course Form and Tuition Waiver* (included within this document).
4. Send copies of the pre-registration confirmation, approved *Transfer Credit Agreement*, and the *UW Independent Learning Course Form and Tuition Waiver* to sfs@uww.edu. Student Financial Services will review.
5. Students with approved requests will receive a *Tuition Waiver Approval* letter within their UW-W email. This letter should be submitted to UW Independent Learning, being sure to follow their instructions. Additionally, students are responsible for paying the Administrative Fee, and this should be submitted directly to UW Independent Learning.

Tuition and Fees

In accordance with [UW System Administrative Policy 805](#), UW-Whitewater will reimburse UW Extended Campus for full-time students on a pro rata basis, based upon the number of credits taken.

- Students must register for UW Independent Learning course before the end of the current term at UW-Whitewater if they want the UW Independent Learning course to count as part of the tuition cost within that specific fall/spring/summer term.
- Students must have their UW Whitewater tuition and related fees paid in full.
- Eligibility for tuition waiver depends on number of UW Whitewater credits taken. Depending on your UW credits (at all campuses and UW-Extension), it may be necessary for you to pay per credit tuition directly to UW Independent Learning. Ex. – Tuition waiver can be applied if student takes at least 12 credits, but does not exceed 18 credits at UW Whitewater.
- Adding or dropping a UW Whitewater course after a tuition waiver has been issued may change eligibility for tuition waiver, and may result in charges to you for UW Independent Learning tuition.
- Students cannot combine Undergraduate and Graduate credits to be full-time. Students should be degree-seeking and in full-time status to request tuition waiver.

Questions

- Academic Advising & Exploration Center, 262-472-5220, advising@uww.edu
- Admissions Office, 262-472-1440, uwwadmit@uww.edu
- UW Independent Learning, <https://il.wisconsin.edu/>, 608-800-6750, il@uwex.edu
- Student Financial Services, 262-472-1373, sfs@uww.edu