



Paying for College: Six Simple Steps

1. Complete Authorizations

- 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.
- 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.
- Authorize financial aid to pay miscellaneous charges. Federal financial aid can only pay tuition, segregated fees, course fees, housing, and meal plans. If you'd like your aid to pay other charges (excluding finance and payment plan charges), please provide authorization. Log into WINS > Student Financial Account > Student Permissions.

2. Review Billing Dates and Details

- Review billing and due dates at <https://www.uww.edu/adminaffairs/finance/sfs/due-dates>.

3. Know Payment Options

- Review payment options and payment due dates. Payment due dates are the 12th 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 not available in person
 - 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)
- Initiate 529 College Savings Plan payments early to provide sufficient processing and transit time by the provider, USPS, and UW-Whitewater.
- If interested, review the Payment Plan requirements and self-enrollment deadline dates. A Payment Plan is available during the fall, spring, and summer terms.
- 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>



4. Complete the Financial Aid Process

- Complete the Free Application for Federal Student Aid (FAFSA) at FAFSA.gov and ensure UW-W’s school code of 003926 is listed.
- View and accept/reduce/decline your financial aid. Log into WINS > Financial Aid.
- If you have accepted Federal Direct Subsidized or Unsubsidized Loans, complete the following (be sure to be logged in as the student):
 - a. Entrance Counseling at <https://studentaid.gov/entrance-counseling/>
 - b. Master Promissory Note at <https://studentaid.gov/mpn/>
- If your parent applied for a Federal Direct PLUS Loan, they need to complete the Master Promissory Note for a Parent PLUS Loan at <https://studentaid.gov/mpn/> (be sure the parent is logged in to StudentAid.gov).
- Review steps in the Understanding Your 2024-2025 Financial Aid Offer, available at <https://www.uww.edu/financialaid/process/notification>.

5. Estimate Charges

- Use cost.uww.edu to estimate your costs.

6. Estimate Amount Due

- View your financial aid. Log into WINS > Financial Aid. (To see your aid by term, switch the *Display* drop down from *Summary* to *Fall 2024*.)
- Subtract your term financial aid from your term charges identified in step 5. If your financial aid does not cover your costs, there are additional options to explore:
 - Federal Direct Parent PLUS Loan: www.uww.edu/financialaid/types-of-aid/loans/parent
 - Private/Alternative Loans: www.uww.edu/financialaid/types-of-aid/loans/private
 - Payment Plan: <https://www.uww.edu/adminaffairs/finance/cashiers-office/pay-your-bill#nelnet-payment-plan>

Contact Information

Student Financial Services; 104 Hyer Hall; www.uww.edu/adminaffairs/finance/sfs

Student Accounts window	8am – 4pm, M-F	sfs@uww.edu	(262) 472-1373
Cashier’s Office window	8am – 3:30pm, M-F	cashiers@uww.edu	(262) 472-1378

Financial Aid Office, 130 Hyer Hall; www.uww.edu/financialaid

In-Person	8am – 4pm, M-F	uwwfao@uww.edu	(262) 472-1130
By Phone	8am – 4:30pm, M-F	uwwfao@uww.edu	(262) 472-1130

Notes:

- Please provide your name and UW-W student ID number in any message you send to UW-W.
- Monitor your UW-W email account regularly for important notifications and communications.