



### Finance Charge / Payment Plan Activation Fee Appeal Request

This form is intended for students who are appealing finance charges and/or payment plan activation fee reduction or removal. No other charges will be considered. These adjustments are rare. It is each UW-W student's responsibility to monitor their WINS student account and UW-W email/communications regularly. If an institutional error has been made, the UW-W department or office must request the fee adjustment.

**Directions for Appeal:**

1. Your account balance (less the fees being appealed) must be paid prior to submitting your appeal.
2. UW-W student should complete and sign this appeal request form.
3. Provide a sufficient explanation to support your request for removal of finance charges and/or activation fees.
4. Examples of reasons not accepted include, but not limited to:
  - History of late payments, invalid transactions, or account has no credit with the University
  - Timely review of UW-W email, UW-W WINS account, or other billing communications was not completed
  - Lack of awareness of the University's payment and billing policies - [www.uww.edu/adminaffairs/sfs/termsconditions.html](http://www.uww.edu/adminaffairs/sfs/termsconditions.html)
  - Fees occurred while waiting for financial aid, scholarships, and 529 education plans funds
  - Eligible charges were added close to the due date
  - Finance charges or activation fees are more than 60 days old
5. Submit this request form to the UW-W Student Accounts Office.
  - **By Mail:** Bursar, Student Accounts, PO Box 88, Whitewater, WI 53190
  - **In Person:** Student Accounts window, 104 Hyer Hall, 8:00 am – 4:00 pm
  - **By Email:** Send the completed form to [sfs@uww.edu](mailto:sfs@uww.edu)

**Please note:**

- All information will be treated confidentially in accordance with applicable privacy laws.
- Appeals submitted with missing information may result in a denial.
- Completing this appeal request does not guarantee a reduction of charges.
- All decisions are final. Please allow 30 days for a response.

**All information must be provided. Form must be signed by UW-W student for appeal to be considered.**

**Student Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**UW-W Email Address:** \_\_\_\_\_ **Current Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Current Address:** \_\_\_\_\_

<b>Date of Charge:</b> _____	<b>Amount:</b>	Finance Charge	\$ _____
		Payment Plan Activation Fee	\$ _____

**Please explain the circumstances that prohibited the balance from being paid in full by the due date:**

\_\_\_\_\_  
\_\_\_\_\_

*I have completed all the above information and have read and understand the restrictions of this appeal. I understand that if I am denied this appeal, I will be responsible to pay the appealed amount in full immediately upon receipt of denial (or due date generated on the e-Bill if later).*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_