Payment Option Instructions

The deadline for making your payment or confirming your payment arrangements is the date that registration closes. You will be dropped from your course(s) if you have a balance due after the registration/payment deadline has passed. You may be subject to a $50 Late Transaction Fee for registrations or payments for online courses that are posted to your account after the deadline.

Contact your advisor or call the Distance Learning Center at 800.362.5460 if you have questions.

E-Check
To make your payment, have your bank routing number and account number ready, then:

1. Click on the FINANCIAL ACCOUNT tile on your PASS Student Homepage.
2. Select the option to Make a Payment.
3. Follow the instructions to complete your payment.
4. Do not forget to click the SUBMIT button to complete the payment process.

OR

5. A reference number will be provided at the end of the process. If you do not receive this number, your payment has not processed successfully.

If you have a problem with the online payment system, you may pay by phone. Dial toll-free 855.300.8528 and follow the instructions. You will need to know the 9-digit Student ID number found at the top of this e-mail.

When paying by phone, please note:

- Payments can be made using Visa, Master Card, Discover and American Express debit cards or a checking account.
- There is a $20.00 fee for check payments denied by the bank for any reason.
- You will need to have the debit card to look at when making your payment.
- Some debit cards have a limit on the amount that may be charged in a single transaction. Contact your bank if you have questions.
- For check payment, please have a check available. The numbers at the bottom of your check include a 9-digit bank routing number, your account number, and the check number (you will not need to enter the check number.) If you notice extra zeroes before or after your account number, please include them as part of your account number when entering this information.
- A confirmation number will be provided at the end of the process. Record this number for future reference.

Credit Card
We accept Visa, Master Card, Discover and American Express. To make your payment, have your credit card ready, then:

1. Click on the FINANCIAL ACCOUNT tile on your PASS Student Homepage.
2. Select the option to Make a Payment.
3. Follow the instructions to complete your payment.
4. Do not forget to click the SUBMIT button to complete the payment process.
5. A reference number will be provided at the end of the process. If you do not receive this number, your payment has not processed successfully.

If you have a problem with the online payment system, you may pay by phone. Dial toll-free 855.300.8528 and follow the instructions. You will need to know the 9-digit Student ID number found at the top of this e-mail.

When paying by phone, please note:
- Payments can be made using Visa, Master Card, Discover, and American Express credit cards.
- You will need to have the card to look at when making your payment.
- A confirmation number will be provided at the end of the process. Record this number for future reference.

Personal Check
Please mail your check at least ONE WEEK prior to the day registration closes to ensure that it arrives in time.

To mail in your payment:
1. Click on the STUDENT CENTER tile on your PASS Student Homepage.
2. In the Finances section, click the Account Inquiry link.
3. Click the Term Invoice link and print a copy.
4. Make your check for the entire amount due payable to University of Wisconsin-Platteville.
5. Send the invoice and your check to:

   University of Wisconsin-Platteville
   Cashier’s Office
   236 Brigham Hall
   1 University Plaza
   Platteville, WI 53818

If you fear your payment may be late if mailed, you may also pay by phone. Dial toll-free 855.300.8528 and follow the instructions. You will need to know the 9-digit Student ID number found at the top of this e-mail.

When paying by phone, please note:
- Payments can be made using Visa, Master Card, Discover and American Express debit cards or a checking account.
- There is a $20.00 fee for check payments denied by the bank for any reason.
- If using a debit card, you will need to have the card to look at when making your payment.
- Some debit cards have a limit on the amount that may be charged in a single transaction. Contact your bank if you have questions.
- For check payment, please have a check available. The numbers at the bottom of your check include a 9-digit bank routing number, your account number and the check number (you will not need to enter the check number.) If you notice extra zeroes before or after your account number, please include them as part of your account number when entering this information.
- A confirmation number will be provided at the end of the process. Record this number for future reference.
**Purchase Order, Voucher, or Other Payment From a Third Party**
Please contact Michelle Zasada, Student Services Manager, as soon as possible by calling 800.362.5460. Together, we will review your sponsor’s policies regarding payment for educational expenses to ensure that all parties receive the appropriate documentation. Do not delay as it will take time to review and complete all of the necessary paperwork. You may be dropped from your course if your payment arrangements have not been finalized before the day registration closes. Also, if for any reason, your sponsor does not pay, you are responsible for paying your entire balance due.

**Military Benefits**
You MUST submit a [Veterans Services Information Sheet](#) every semester that you take classes. Your enrollments will not be certified until you submit this online form to the UW-Platteville School Certifying Official (SCO). Immediately start working with the SCO and your county Veterans Service Officer to ensure that all of the required paperwork is submitted prior to the day registration closes. More information about veterans' benefits is available on the [UW-Platteville website](#).

To check the status of your benefits:

1. Click on the FINANCIAL ACCOUNT tile on your PASS Student Homepage.
2. Select the option to see your Payment History.
3. Review the information to see when military benefits (as a waiver or offset on your account) have been applied.

If your benefits will not cover the entire cost of your course(s), log into PASS and pay the remaining balance. You may be dropped from your course(s) if you have an out-of-pocket balance due after registration closes. Also, if for any reason, the military does not pay the anticipated amount, you are responsible for paying your entire balance due.

**Financial Aid**
Check the status of your financial aid application by viewing the information that is available to you in PASS. You must complete all of the items required by the Financial Aid Office to ensure timely processing of your financial aid. For more information on using financial aid to pay for distance courses, visit our website.

[NOTE: If you want to apply for financial aid for a summer term, you must also complete the Summer Financial Aid Application. Failure to complete and return the form will prevent your summer aid from being awarded. The summer term is considered part of the previous academic year so you must also have completed a FAFSA for the correct year. For example, the Summer 2018 term is part of the 2017-2018 Aid Year and would require the completion of the 2017-2018 FAFSA.]

If your financial aid will not cover the entire cost of your courses, log into PASS and pay the remaining balance. You may be dropped from the course if you have a balance due after registration closes. Also, if for any reason, your aid is adjusted and this creates a balance due on your account, you are responsible for paying your entire balance due.

If you have additional questions after reviewing the information in your Student Center, contact the [UW-Platteville Financial Aid Office](#) at 800.616.0412 or finaid@uwplatt.edu. Be sure to indicate that you are taking courses through the Distance Learning Center.