**Print-Based Course Policies—12-month Enrollment**

**Course Length and Completion**
Course enrollments are for 12 months (but students may complete their course in less than 12 months if they choose). **There are no extensions.** In order to remain under the degree requirements that are in effect at the time of your first enrollment, you must make academic progress. This means that you must complete at least one UW-Platteville course every two years. If you do not make academic progress, your student status will be discontinued and you must re-apply to the program and abide by the catalog requirements in effect at the time of the new application/enrollment.

**Course Materials**
Course materials (including a course information sheet, textbook order form, and course manual) will be mailed prior to the course start date. Textbook costs are not included in tuition or program fees. You must purchase or otherwise obtain your own books. Financial aid is not disbursed until after the start of classes so those funds will not be available in time for you to purchase textbooks. **To ensure that you purchase the correct textbook,** search vendor sites using the ISBN from your manual and verify the title, author, and edition. Don't order the international edition of your course textbook. While it might be cheaper, it won’t be compatible with your courses.

**Drop/Refund Policy for UW-Platteville 12-Month Print-Based Courses**
Courses start on the 2nd day of every month. You and your advisor will determine your start date. You must register AND pay for a course by the 15th day of the month PRIOR to your start date or your registration permission will be removed, and you will need to contact your advisor to repeat the registration process.

1. If your request to drop a course is submitted on or before the registration/payment deadline for your course start date, you are eligible for a 100% refund of tuition and nonrefundable tuition paid. **(Nonrefundable tuition is $30 per credit, $90 for a 3-credit course.)**

2. If your request to drop a course is submitted from the 16th through the 1st of the month (immediately prior to your course starting date), you are eligible to receive a 100% refund of tuition less $30 per credit nonrefundable tuition.

3. If your request to drop a course is submitted on or after the 2nd of the month (i.e., the starting date of the course), and PRIOR to the 30th day of the course, you will be eligible for a refund of 80% of tuition paid (less $30 per credit nonrefundable tuition).

4. If your request to drop a course is submitted on or after the 30th day of the course, you will receive NO refund and will owe all tuition/nonrefundable tuition. You will also be charged a $45 per course drop fee.

5. If your request to drop a course is submitted on the 30th day of the course through the 6th month of the course, a "W" for withdrawal will be recorded on your transcript.

6. **You may not drop a course** after the last day of the 6th month of your enrollment.
If you have third party payment arrangements (i.e., financial aid, veteran’s benefits, etc.), you are responsible for all charges to your account that are not paid by those parties due to your dropping any course(s).

How to Drop a Print-Based Course
1. Review the drop/refund policies and deadlines you agreed to when registering.
2. Complete a Course Drop form.
3. Send the form to the Distance Learning Center. (Accepted via mail or scan/email.)
4. Watch for a confirmation letter confirming your drop was processed. If you do not receive this confirmation letter, contact the Distance Learning Center.

If you have third party payment arrangements (i.e., financial aid, veteran's benefits, etc.), you are responsible for all charges to your account that are not paid by those parties due to your dropping any course(s).

Federal and State Financial Aid (for degree-seeking students)
Students enrolled in 12-month print-based courses CANNOT receive financial aid for those courses. All questions concerning financial aid should be directed to the Financial Aid Office:

204 Brigham Hall
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099
Phone: 800.616.0412 or 608.342.1836

Be sure to indicate that you are either a prospective distance learning student or a current/former distance learning student in all correspondence with the Financial Aid Office. This will help the financial aid staff better answer your questions.

Student Loan Deferments
Whether you can defer your loan payments is dependent on your registrations, as well as the type of loan you have. Student loan deferment forms must be processed by the UW-Platteville Registrar’s Office. Please indicate on the deferment form that you are a distance learning student. Deferment forms should be sent to:

Office of the Registrar
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099
Phone: 608.342.1321
Fax: 608.342.1389
The Registrar’s Office, not the Distance Learning Center, confirms your enrollment for deferment requests. Regulations permit the university to verify enrollment for UW-Platteville courses only. If you are taking courses with UW Colleges, or any other school, verification for those courses must come directly from those institutions, even if you have a financial aid consortium agreement.

UW-Platteville PRINT Courses are reported as follows:

<table>
<thead>
<tr>
<th>Start Month</th>
<th>Verification Term</th>
</tr>
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<tbody>
<tr>
<td>January</td>
<td>Spring, same year</td>
</tr>
<tr>
<td>February</td>
<td>Summer, same year</td>
</tr>
<tr>
<td>March</td>
<td>Summer, same year</td>
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<td>April</td>
<td>Summer, same year</td>
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<tr>
<td>May</td>
<td>Summer, same year</td>
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<tr>
<td>June</td>
<td>Summer, same year</td>
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<tr>
<td>July</td>
<td>Fall, same year</td>
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<tr>
<td>August</td>
<td>Fall, same year</td>
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<tr>
<td>September</td>
<td>Fall, same year</td>
</tr>
<tr>
<td>October</td>
<td>Spring, next year</td>
</tr>
<tr>
<td>November</td>
<td>Spring, next year</td>
</tr>
<tr>
<td>December</td>
<td>Spring, next year</td>
</tr>
</tbody>
</table>

If you take a combination of print and online courses, the number of credits you take, the start dates for those courses, and whether you already have loans in repayment status will determine how UW-Platteville reports your enrollment status. Because of the individual nature of the enrollment verification for distance education students, we encourage you to contact the Registrar’s Office prior to your enrollment to discuss your personal situation.

Last updated 4/11/2017