

Here is a reminder about some recent changes at the Bursar's Office:

ELECTRONIC REFUNDING, SIGN UP NOW!! – Don't stand in line to pick up a refund check. You can have your financial aid or other refunds deposited directly into your checking or savings account. Once you sign up, all future refunds will be direct deposit unless you cancel electronic refunding. To sign up, log on to SIS, go to the "Finances" section in the middle of the home page and click on "Electronic Refunds" in the dropdown menu. More information is available on the Bursar's Office website at <http://www.uwgb.edu/bursar/refundinformation>. If you do not sign up, or if you cancel electronic refunding, your refund check can be picked up at the Bursar's Office Cashier Window in room 1300 of the Student Services Building on or after the first day of classes.

FREE ON-LINE E-CHECKS – There is no fee for paying on-line through the SIS with e-checks.

There is no special setup required with your bank to pay by e-check. Simply enter your bank routing number (found at the bottom left of your checks) and your savings or checking account number on the SIS "Make a Payment" page. You can also pay with MasterCard, American Express or Discover (we do not accept Visa) for a 2.5% convenience fee. On-line payments are secure and real-time. As always, you can pay by mail or in person at the Bursar's Office, SS1300.

REMEMBER, NO PAPER BILLS WILL BE SENT - Email notifications are sent to your campus email address. You will be directed to your SIS account to view your charges. Use the dropdown menu in the "Finances" section of your SIS home page to access your account detail. You can also sign up parents or others for SIS GUEST ACCESS where they can view your financial information and pay on-line if they choose. Click here for the email notification schedule, SIS Guest Access and other billing information <http://www.uwgb.edu/bursar/billinginformation>.

QUESTIONS? Our contact information is below.

Bursar Student Billing Office, SS1300
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, Wisconsin 54311-7001
920-465-2224
email address: bursar@uwgb.edu
website: <http://www.uwgb.edu/bursar>