



# STUDENT BILLING RESOURCES

Student Billing Resources (SS 1300) | 2420 Nicolet Drive | Green Bay, WI 54311-7001  
Email: [studentbilling@uwgb.edu](mailto:studentbilling@uwgb.edu) | Website: [uwgb.edu/student-billing](http://uwgb.edu/student-billing) | Phone: (920) 465-2224

Office Lobby: M - F 7:45am - 4:30pm  
Cashier's Window: M - F 7:45am - 4:15pm

## INVOICES

UWGB does not send out paper bills to enrolled students. Tuition, housing, dining, and course fee charges are found on your SIS account. An email notification will be sent to your student campus email address alerting you to current charges. It will be your responsibility to check your campus email on a regular basis. The first email for Fall will be sent in July. You may wish to forward this email to your parents.

## FALL 2022 DUE DATE

Payment is due in full by the 10th day of classes, which is **September 20, 2022** by 4:30pm Central Time.

All accounts not paid in full by the term due date will be assessed late fees of \$7.00 per credit, \$84.00 maximum.

All accounts not paid in full by term due date are considered an extension of credit and will automatically be in the Payment Plan.

## PAYMENT PLAN

A payment plan is available for Fall and Spring terms only.

- The Payment Plan due date will be 30 calendar days after the term due date.
- Finance Charge of 1% per month (12% per year) will be assessed monthly on all unpaid balances **after** the Payment Plan due date.

## PAYMENT PLAN DUE DATE

- Term due date is **September 20, 2022** by 4:30pm Central Time. **NOTE:** Late fee of \$7.00 per credit will be assessed on **all** unpaid Fall 2022 balances on September 20, 2022 at 4:30pm Central Time.
- The remaining balance will be due **October 20, 2022** by 4:30pm Central Time. Any balances unpaid after this due date will be assessed the finance charge of 1% per month.

**NOTE:** The cashier's window closes at 4:15pm Central Time. Payments made online after 4:30pm CT on the due date are considered late and the late fee will apply.

## METHODS OF PAYMENT

**On-Line** payments can be made through the Student Information System (SIS) using debit/credit card or electronic check. Debit/credit card payments are charged 2.85% convenience fee. E-check payments are FREE.



**Mail** checks or money orders made out to UWGB to Student Billing Resources. Make sure to include the Student ID#.

**Cashier's Window** (SS1300) Cash or checks only, we do not accept debit/credit cards at the Cashier's Window. There is a drop box outside for after-hours payments.

**3rd Party Payments** For correspondence/questions, contact Nicole Wirkuty: [wirkutyn@uwgb.edu](mailto:wirkutyn@uwgb.edu) (920)465-2628.

## CHECKLIST OF THINGS TO KNOW

- ☐ How to add someone as an authorized party
- ☐ When payment is due
- ☐ How to make a payment
- ☐ We cannot provide parents with account information due to FERPA laws.
- ☐ Access additional information at [uwgb.edu/student-billing](http://uwgb.edu/student-billing)
- ☐ Opt out of parking by September 17th
- ☐ How to get your refund

# Important Information from Student Billing Resources- Page 2

## FINANCIAL AID

Financial Aid will disburse on **September 6, 2022**.

Aid will show as anticipated or pending aid until it is electronically posted as a payment to the student account. You should check your SIS account to ensure all expected aid has been applied.

Some scholarships and alternative loans come to us in the form of paper checks that must be endorsed by the student before we can apply the aid to the account. We will notify the student via email at their campus email address if a signature is needed.

## REFUNDS

Refunds occur when a student's financial aid exceeds their charges due or if they drop classes within the refund period. For most students, refunds will be processed during the first week of classes.

To expedite your refund, **we encourage you to sign up for direct deposit** by clicking Make Payment or Manage Refunds in the Finance section in your SIS account. Direct deposit refunds are available in 2-3 business days. Paper refund checks will be mailed to the home address in SIS and may take 2-3 weeks to arrive.

## BILLING HOLDS

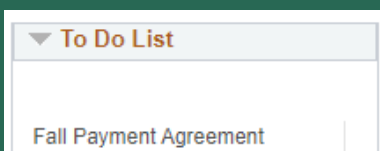
There are holds that may appear on your account that could prevent you from registering or receiving your transcript. The most common holds are listed below.

### Payment Agreement

Prior to registration each semester, all students will need to review and electronically sign a Payment Agreement. A registration hold will be in place until this is completed.

The Payment Agreement will be on the To Do List in SIS.

Instructions are available at [uwgb.edu/student-billing/help/payment-agreement-hold/](http://uwgb.edu/student-billing/help/payment-agreement-hold/).



### Invoice Outstanding

If there is a past due balance of \$1000.00 or more, you will not be able to register for any classes or future term. If you make a payment to bring the balance under \$1000.00, the hold will automatically come off overnight.

### Bursar Transcript Hold

A past due balance of \$50.00 or more will prevent your transcript from being released. Once the past due balance is paid, the hold will automatically come off overnight.

## PARKING

All vehicles on campus need a parking permit. All students taking on-campus courses are assessed a parking permit fee of \$100.00 each term.

If they will not have a vehicle on campus, students have the option to 'Opt Out' of the permit through their SIS account in the Student Links. Students opting out would need to do so every semester.

More information regarding parking permits can be found on the Public Safety website: [uwgb.edu/public-safety/parking-pass-virtual-permit/](http://uwgb.edu/public-safety/parking-pass-virtual-permit/)

## PASS POINTS/BOOKS

Pass Points can be charged to your SIS account from **August 1, 2022 to September 19, 2022**.

Books from the Phoenix Bookstore can be charged to your SIS account from **August 1, 2022 to September 19, 2022**.

Please be aware that any charges added to your SIS account after financial aid has disbursed must be paid by the semester due date.

## ADD AN AUTHORIZED PARTY

Students can set up Authorized Party Access to allow parents or others to make on-line payments. Grades and class schedules will not be viewable.

- Starting on the homepage in SIS, scroll down to the Finance Section & click the Make Payment or Manage Refunds link which will bring you to the Nelnet Student Home page.
- At the bottom right corner of the Nelnet screen, click Add an Authorized Party.



Want to allow a friend or family member to pay toward your balance?  
Add an Authorized Party.

- Authorized Party Access – Click this box if you would like the authorized party to have the ability to see the details that make up the account balance.
- Create Authentication Question & Answer - Be sure the parent/other person knows the answers.
- Provide a current email address for the authorized party and click SAVE.
- An email will be sent to the authorized party (to the e-mail address you provided) with instructions to complete the setup for their Nelnet access.

Questions?

Call 920-465-2224 or email [studentbilling@uwgb.edu](mailto:studentbilling@uwgb.edu)

# Student Billing Resources - SIS Overview

The screenshot shows the 'Finances' section of the SIS Overview. It includes a 'My Account' sub-section with links for 'Account Inquiry', 'Make Payment or Manage Refunds', and 'Financial Aid'. The 'Account Summary' section shows a balance of 7,025.57, with 'Due Now' at 0.00 and 'Future Due' at 7,025.57. The 'Student Links' section includes 'Voter ID Verification', 'Parent/Guardian Email', 'Parking Permits', 'Add/Update License Plates', 'Opt out / in', 'Public Safety', and 'Signup for GB Alert'. Numbered callouts are: 1. 'Account Summary' section; 2. 'Make Payment or Manage Refunds' link; 3. 'Add/Update License Plates' link; 4. 'other financial...' dropdown menu.

▼ Finances

1 **Account Summary**

2 **My Account**

Account Inquiry  
Make Payment or Manage Refunds  
Financial Aid  
View Financial Aid  
Accept/Decline Awards

4 other financial...

▼ Student Links

3 **Parking Permits**  
Add/Update License Plates  
Opt out / in

Public Safety  
Signup for GB Alert

## 1. ACCOUNT SUMMARY

This is an overview of your account. It shows any current, future, and past due balances. If all charges are paid in full, it will state that there is no outstanding balance.

## 2. MAKE PAYMENT OR MANAGE REFUNDS

Clicking this link will open a new window for Nelnet, our payment processor. If a new window does not open, check your browser settings to allow pop-ups. Once Nelnet is open, you can either make a payment, manage electronic refunds, or add an authorized party.

## 3. PARKING PERMITS

Will you have a vehicle on campus?

**YES** - Add your license plate(s) here

**NO** - Opt out of parking by the 2nd Saturday of the term to avoid being charged for a parking permit.

**ENROLLED IN ALL ONLINE CLASSES BUT STILL PARKING ON CAMPUS?**

Permits can be purchased with cash or check in \$1300.

## 4. OTHER FINANCIAL MENU

The other financial dropdown menu allows you to view detailed account information. Options include:

- \* Account Activity - View a list of all charges, payments, and refunds posted to your account.
- \* Charges Due - View a breakdown of the outstanding balance.
- \* Payments - View a list of all payments made during a specified time.
- \* View 1098-T - View and print your 1098-T tax forms. The 2022 1098-T will be available in mid January 2023.

### STUDENT BILLING RESOURCES WEBSITE

The Student Billing Resources website is a great resource with answers available for many common questions.

Go to [uwgb.edu/student-billing](https://uwgb.edu/student-billing) today and bookmark it for future use!

# Tax Information from Student Billing Resources



## 1098-T Tax Form

The 1098-T form is used by eligible educational institutions to report information about their students to the IRS. A student's social security number must be on file in the Student Information System (SIS) in order to receive a 1098-T. UWGB will report amounts ***paid on qualifying expenses*** in box 1. An email will be sent in December reminding students to update their address in SIS. A separate email will be sent in January notifying students when the 1098-T is available in SIS.

**Please note:** The 1098-T form is based on the calendar year. Any payments made in December for a future term will appear on the 1098-T for the calendar year in which the payment was made.

☐ CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number <b>University of Wisconsin - Green Bay</b> <b>Bursar's Office</b> <b>2420 Nicolet Drive</b> <b>Green Bay, WI 54311</b> <b>(920) 465-2224</b>		1 Payments received for qualified tuition and related expenses <b>\$ 2648.27</b> 2	OMB No. 1545-1574 <b>2018</b> Form 1098-T	<b>Tuition Statement</b>  <b>Copy B For Student</b>  This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
FILER'S employer identification no. <b>391805963</b>	STUDENT'S TIN <b>123-45-6789</b>	3 If this box is checked, your educational institution changed its reporting method for 2018 <input type="checkbox"/>		
STUDENT'S name <b>John Doe</b> Street address (including apt. no.) <b>123 Main Street</b> City or town, state or province, country, and ZIP or foreign postal code <b>Anytown, USA</b>		4 Adjustments made for a prior year <b>\$</b>	5 Scholarships or grants <b>\$ 1500.00</b>	
Service Provider/Acct. No. (see instr.)	8 Check if at least half-time student <input checked="" type="checkbox"/>	6 Adjustments to scholarships or grants for a prior year <b>\$</b>	7 Checked if the amount in box 1 includes amounts for an academic period beginning January—March 2019 <input checked="" type="checkbox"/>	
		9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund <b>\$</b>	

Form **1098-T** (keep for your records) [www.irs.gov/Form1098T](http://www.irs.gov/Form1098T) Department of the Treasury - Internal Revenue Service

## WHAT'S IN EACH BOX?

**BOX #1** – This is amount paid on qualified 1098T expenses during the calendar year via any payment method.

**BOX #5** – This is the amount of scholarships, grants, 3rd party payments, and veteran's benefits applied to your SIS during the calendar year.

**Box #7** – This box is checked when amounts in box 1 include payments for the following Spring Term.

## WHAT ARE QUALIFYING EXPENSES FOR PAYMENTS REPORTED IN BOX 1?

Qualifying Expenses include:

- \* Tuition and segregated fees
- \* Class fees
- \* Distance Education course fee
- \* New student fee
- \* Placement fee
- \* Diploma fee

Expenses not included in Box 1 would be:

- \* Housing, Dining, and Pass Point charges
- \* Counseling and Health fees
- \* Parking and library fines
- \* Parking permit fees
- \* Late fees /finance charges
- \* Bookstore charges and sales tax