



University of Wisconsin-Stevens Point

Business Affairs
Student Financial Services

Stevens Point, WI 54481-3897 (715) 346-2118
FAX (715) 346-2963

UW Independent Learning Course Form and Tuition Waiver

To request concurrent enrollment, complete and submit this form to the UWSP Student Financial Services Office at student.financial.services@uwsp.edu. Be sure to keep a copy of the information you have submitted for your records. Please allow up to fourteen (14) business days for review and processing.

INSTRUCTIONS FOR STUDENT:

- Notes: You may not get a fee waiver if you are not a full time student.
- You may not get a fee waiver if you are taking classes abroad during same semester.
- You may not get a fee waiver if you are taking classes that are accessed at a per credit price.
- You may not get a fee waiver for continuing education courses at UWX/IL.
- You may not get a fee waiver if you have less than a 2.0 GPA overall.
- You may only get a fee waiver for one course at a time.

FIRST & LAST NAME (*formal name listed on official records*): _____

UWSP STUDENT ID: _____ **UWSP CAMPUS EMAIL:** _____

ACADEMIC CAREER: Undergraduate Graduate

TERM: Fall Spring Summer **YEAR:** _____

NUMBER OF ENROLLED CREDITS AT UWSP: _____ (Note: this is billable credits and will include any W drops; Student Financials will make final determination.)

UW INDEPENDENT LEARNING COURSE

Course Number: _____ Course Credits: _____

Course Title: _____

I confirm the information included on this form has been reviewed and is accurate.

Student Signature: _____

Date: _____

UW-Stevens Point, Student Financial Services

UW Independent Learning Courses

UW Independent Learning, <https://il.wisconsin.edu/>, provides students an option to take online self-paced courses. According to UW System policy, credit taken by students enrolled at a UW System institution will be combined in order to determine the tuition assessment.

Registration

1. Secure pre-approval and pre-register for the course (<https://il.wisconsin.edu/>). Complete the pre-registration online at UW Independent Learning website. A confirmation email from UW Independent Learning will be sent to the student.
2. Complete the *UW Independent Learning Course Form and Tuition Waiver* (included within this document).
3. Send copies of the pre-registration confirmation and the *UW Independent Learning Course Form and Tuition Waiver* to student.financial.services@uwsp.edu. Student Financial Services will review.
4. Students with approved requests will receive a *Tuition Waiver Approval* letter within their UWSP email. This letter should be submitted to UW Independent Learning, being sure to follow their instructions. Additionally, students are responsible for paying the Administrative Fee, and this should be submitted directly to UW Independent Learning.

Tuition and Fees

In accordance with [UW System Administrative Policy 805](#), UW-Stevens Point will reimburse UW Extended Campus for full-time students on a pro rata basis, based upon the number of credits taken.

- Students must register for UW Independent Learning course before the end of the current term at UW-Stevens Point if they want the UW Independent Learning course to count as part of the tuition cost within that specific fall/spring/summer term.
- Students must have their UW-Stevens Point tuition and related fees paid in full.
- Eligibility for tuition waiver depends on number of UW-Stevens Point credits taken. Depending on your UW credits (at all campuses and UW-Extension), it may be necessary for you to pay per credit tuition directly to UW Independent Learning. Ex. – Tuition waiver can be applied if student takes at least 12 credits, but does not exceed 18 credits at UW-Stevens Point.
- Adding or dropping a UW-Stevens Point course after a tuition waiver has been issued may change eligibility for tuition waiver, and may result in charges to you for UW Independent Learning tuition.
- Students cannot combine Undergraduate and Graduate credits to be full-time. Students should be degree-seeking and in full-time status to request tuition waiver.

Questions

- Academic and Career Advising Center, 715-346-3226, acac@uwsp.edu
- Admissions Office, 715-346-2441, admiss@uwsp.edu
- UW Independent Learning, <https://il.wisconsin.edu/>, 608-800-6750, il@uwex.edu
- Student Financial Services, 715-346-2118, student.financial.services@uwsp.edu