

Orig.: Mod. : Date: **8/14/17** **NOTE: Approved until 6/30/18.**



**RECRUITMENT AND REFERRAL FORM**  
**TRADE ONLY - ITA Program**

**Programs:** See next page

**Program Provider:** University of Wisconsin – Platteville

**FEIN:** 391805963

**Address:** University of Wisconsin – Platteville  
Distance Learning Center  
1 University Plaza  
Platteville, WI 53818

**Telephone:** 608-342-1468 or 800-362-5460

**Fax:** 608-342-1454

**Training Site Address:** Same as above

**Contact Person:** Michelle Zasada, 608-342-1468  
Student Services Manager

**Email** [zasada@uwplatt.edu](mailto:zasada@uwplatt.edu)

**Activity Name:** Vocational Re-training (TRADE)

**Program:** Training Services

**Provider Code:** 2016-802

**Agreement Start Date:** 7/22/16

**CIP Code:** 140101

**OES:** Look up appropriate code

**Session Dates or Open Entry-Open Exit:** See website

**Maximum Time to Complete Program/Certificate/Degree:** See website

**Last Day Program Will Accept Referrals:** Call

**Program Description:** Check course description on website:

<https://www.uwplatt.edu/distance-education/online-master-science-engineering>

**Expected Outcome:** Employment related to training

**Program Schedule:** See website

No. of Participants: -- Total: -- Per Session: -- Age: Math Level: -- Reading Level:

**Other:** B.S. in Engineering or related field

**Referral Procedures:** Call Michelle Zasada, Student Services Manager at 608-342-1468

**Costs:** See next page

**Authorization:** The Workforce Connection, Inc.

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by TWC.



# UW – Platteville Online Programs Drop/Refund Policy

## FALL 2016 DROP/REFUND POLICIES

### Important Information for All Students

--You will be charged a **\$25 Registration Fee** each semester when you register for UW-Platteville online courses. This fee is non-refundable once registration closes.

--You will be subject to a **\$50 Late Transaction Fee** for late payments and registration requests that are received after registration closes.

--There is a **\$45 Drop Fee** for dropping a course (regardless of credits) after class has begun. The date that the fee starts depends on the format of the course you are taking. Review the deadline information to determine the exact date for your course.

--You are responsible for the payment of all charges posted to your account. You will be dropped from your course before Preview Week begins unless your account is paid in full OR indicates that anticipated financial aid, military benefits, or a third party payer will cover ALL charges. 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 for ANY reason.

--Due to increased federal regulations, UW-Platteville is required to verify that all enrolled students are participating in courses prior to the census date of each semester. Please review the **Participation Policy**.

--If you are a resident of Maryland, an alternate refund schedule applies. Before classes start, an email will be sent to your CAMPUS email address with specific dates and refund information. By accepting this agreement, you are acknowledging that you are aware of an alternative refund schedule for Maryland residents.

--Tuition paid by credit card or e-check through your Self Service in PASS or through PASS EXPRESS will be refunded back to your credit card or bank account and will be posted according to the policies of your financial institution. If you pay by phone, personal check, money order, or financial aid, your refund will be delivered electronically through Higher One using the refund preference you select.

--Students are responsible for all costs associated with past due amounts that are referred to a collection agency including, but not limited to, attorney fees and collection agency fees. Accounts sent to a collection agency are also sent to the credit bureaus.