

Bill-To Form for Departments

Section I: A cover letter from the department and signed by an authorized signer is to include the following information before the tuition due date:

Account to be billed*. All fields must be completed			
Fund (3 digits)		Account Number (4 digits)	5711
Div – Org (6 digits)		Project Grant/Program	
Program (1 digit)	9	Term	

*If the account to be billed is a 144 or 133 grant, Grant Accounting must approve this request.

Contact: Research Services and Administration at 229-6012.

Contact Information			
Name			
Email		Phone	

Student Information**			
Name		Empl or Campus ID	
**If more than one student, please attach a list. Include full name and Empl or Campus ID			

Section II: Accounts Receivable must have specific instructions. Complete one or more of the following sections.

A. Complete this section if the bill-to is dependent on enrollment in a specific course.

Course Name and Section #	Credits	UG, Grad, or both

B. Complete this section if the bill-to is for a specific dollar amount regardless of course enrollment but no greater than the total tuition and fees.

Dollar Amount of Bill-to:	
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C. Complete this section to inform Accounts Receivable what components of Tuition and Fees are to be billed and what the student is responsible to pay.

	Paid by Student	Bill - To
Non-resident Tuition		
Instructional Tuition		
Additional/Differential Tuition		
Tuition Surcharge (Health Sci, Business Masters)		
Special Course Fees		
International Student Charges		
Mandatory (Segregated) Fees		
University Housing		

Section III: Forward the completed form to Grant Accounting, if appropriate, or to Accounts Receivable, Mellencamp Hall Room 110, Email: bill-to@uwm.edu or 414/229-1195.