Southwest Tech
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STUDENT BILLING

Payment is due the first day of the term unless you have a funding agreement on file with the Business Office. A $40 late fee will be added to any unpaid balance that is not paid by the due date.

If you have questions or concerns regarding your bill, please contact the Business Office at **608.822.2306 or 608.822.2312**. You may also view your bill, schedule or make a payment at **MySWTC** (click on the icon on www.swtc.edu homepage).

Semester	Tuition Due Date
Summer 2014	June 2, 2014
Fall 2014	August 22, 2014
Spring 2015	January 12, 2015

Your tuition statements will be sent to you via e-mail only. You may access/pay your bill using MySWTC.

Non-attendance or non-payment does not constitute a cancellation of registration, and students will be responsible for tuition and fees not paid.

Payment Options:
1. **Pay online** at **MySWTC** (click on the icon on www.swtc.edu homepage). ACH, MC, VISA or Discover are accepted. ACH takes up to 5–7 days to settle.
2. **Pay via phone** by calling **608.822.2306 or 608.822.2312**. ACH, MC, VISA or Discover are accepted.
3. **Pay in person** at the Business Office during normal business hours: 7:30 am – 4:30 pm Monday – Friday. Normal business hours are subject to change. Please call to verify.
4. **Pay by mail.** A check or money order can be mailed to: **Southwest Tech, Attn: Business Office, 1800 Bronson Boulevard, Fennimore WI 53809**

STUDENT PORTAL LOGIN

1. Go to **www.swtc.edu.**
2. Click on the **MySWTC** icon (top of web page). New students must activate their SWTC portal account before logging in the first time.
3. Enter your **username and password.**
4. Note the **term** and change if necessary.
5. **Click Login.**

Forgot Your Password or a New Student
1. Click **Reset Your Password.**
2. Follow the instructions and note your username and password for future use.

Student Portal Navigation
- **Current Term:** Click 'change' to switch to a different term.
- **My Schedule:** View your schedule.
- **View/Pay My Bill:**
  – View your bill periodically for any changes.
  – **Pay your bill on-line**. Please see reverse side for accepted payment types.
- **My Payment Plan Setup:** Sign up for automatic payment plan.
- **View My Payment Plan:** View an existing payment plan.

LOGOUT

Failure to logout will restrict certain functions in your student portal. In the upper left hand corner **click 'Logout'** when you are done using the Student Portal.

If you have any questions regarding the Student Portal, please call the **help desk, extension 4357 or email helpdesk@swtc.edu.**

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1800 Bronson Boulevard, Fennimore WI 53809
608.822.2306 or 608.822.2312 (tdd: 608.822.2072)
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