University Housing
UNIVERSITY OF WISCONSIN–MADISON

Payment Terms Division of University Housing- University Apartments

Due Date

University Apartments rental payments are due for each month on or before the first day of that month. Invoiced charges for damages and other services added to the account are also due on or before the first of the month.

If you ever have any questions about the amount of rent that is due or about the balance on your Lease Account, please contact the Cashier's Office at cashiers.office@housing.wisc.edu or (608) 262-2230.

Making Payments

University Apartments accepts payments made in U.S. dollars only. Payments can be made online, in person, by mail or payment drop box.

Online payments can be made by electronic check (e-Check) without fee. Debit or credit cards incur a convenience fee of 2.95% or 4.25% (international credit cards). We only accept Mastercard, Visa, Discover or American Express.

Payments can be placed in the drop boxes located at the University Apartments Community Center and outside the Cashier's Office located in the Slichter Hall lower level. In person payments can be made at the Cashier's Office during window hours or mailed to:

Div. of University Housing
Slichter Hall – Cashier's Office
625 Babcock Dr.
Madison, WI 53706-1213

University Apartments retains the right to refuse any payment offered to it that we do not consider to be an acceptable form of payment.

The following types of payments are not accepted: credit card cash advance checks, home equity line of credit checks, brokerage account checks, and starter checks.

University Apartments processes all checks promptly upon receipt including post-dated checks. Checks will not be held for any period of time. University Apartments will not be responsible for late

payments caused by a delay in the US. Mail, campus mail, or whatever other form of payment delivery the Lessee chooses to use.

Late Rent and Returned Payments

A late fee of $50 is assessed if any balance remains on a resident's Lease Account after a 5-day grace period.

A $15 returned payment fee is assessed to a resident's account (WI State statute 422.202) for any returned payment to University Apartments unpaid by the banks.

The Division of Housing may temporarily suspend online payment access for any lease account that demonstrates repeated returned ACH transactions. During such a suspension, the account holder must remit all outstanding balances using guaranteed funds, such as a cashier's check or money order, before online payment privileges may be reinstated.

A hold will be placed on the academic records of residents who are delinquent in their Lease Account payments. This can mean that a resident will not be able to register for the next academic session. University Apartments will release a hold only when full payment is received for the unpaid balance(s). The Division reserves the right to wait for a payment to clear the bank before releasing an academic hold when the payment is for multiple months of past due rent or when a tenant has a history of returned payments.

Residents who remain delinquent for more than one month place their apartment lease at risk. The Division may not renew a lease for a resident who is in arrears in rent or other charges or who has an outstanding balance on a Lease Account. A history of late payments will affect your ability to renew your lease.

Contact our Cashier's Office at cashiers.office@housing.wisc.edu or (608) 262-2230 if you have any questions about our Payment Terms.