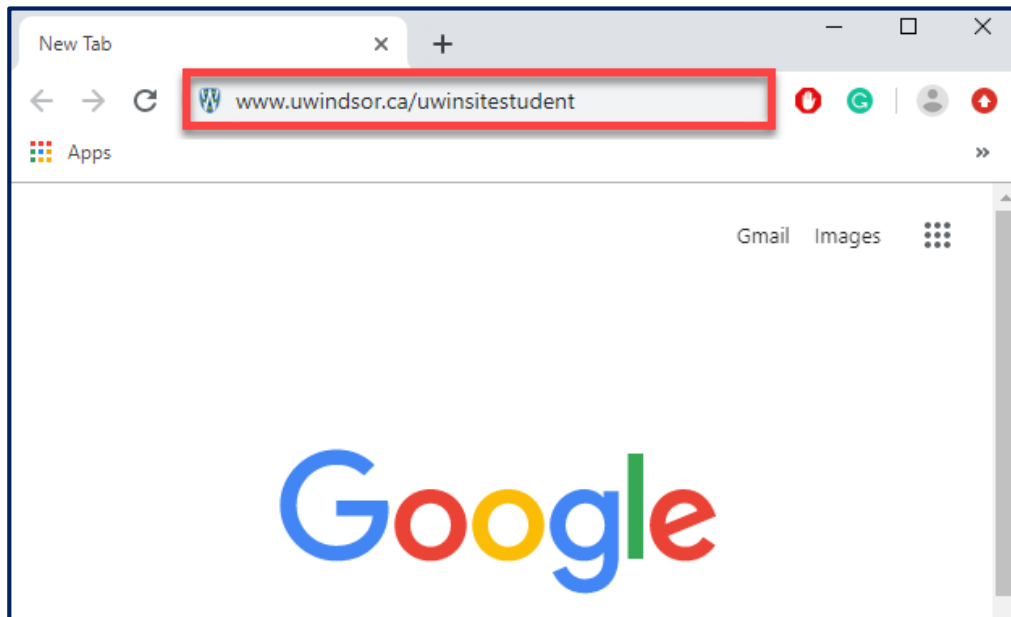


# OPT-OUT OF NON-MANDATORY SUPPLEMENTARY FEES

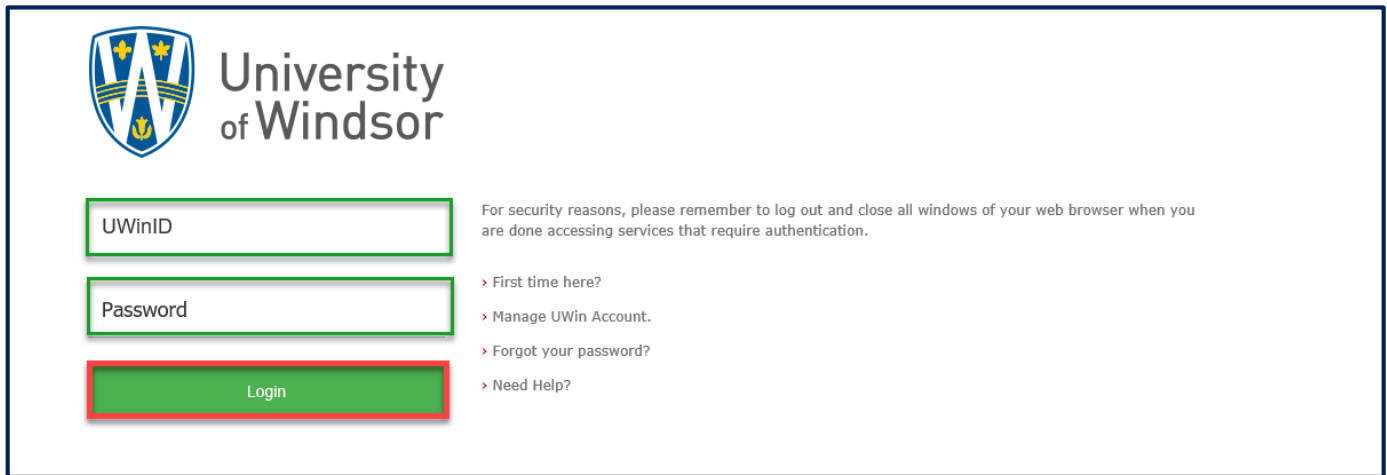
1. In your web browser, preferably Google Chrome, enter [www.uwindsor.ca/uwinsitestudent](http://www.uwindsor.ca/uwinsitestudent) in the address bar and click **Enter**



2. From the *UWinsite Student* page, click on **Log In To UWinsite Student**

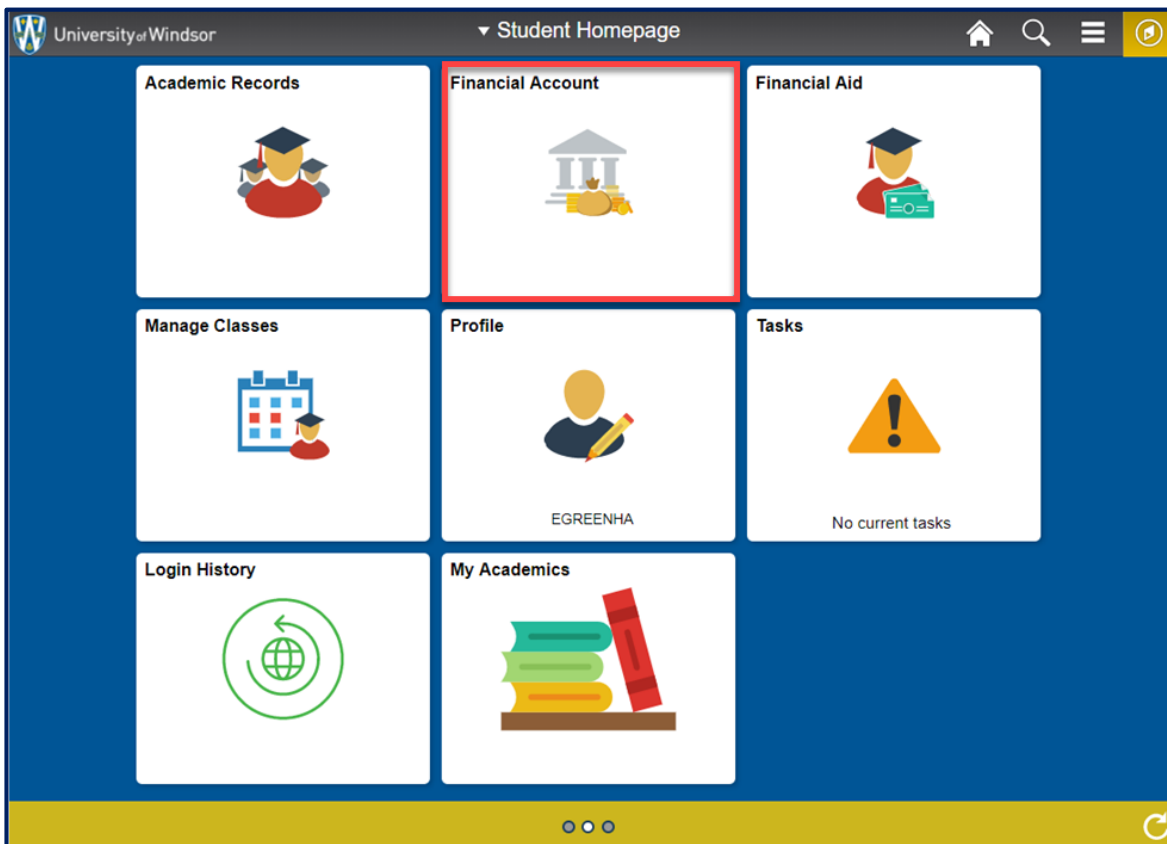
A screenshot of the University of Windsor UWinsite Student page. The page features a navigation menu on the left with the 'Office of the Registrar' section expanded to show 'UWinsite Student' as the active link. The main content area includes a banner image of students and a section titled 'UWinsite Student' with three primary action buttons: 'LOG IN TO UWINSITE STUDENT' (highlighted with a red box), 'FIRST-TIME ACCOUNT ACTIVATION', and 'UWIN ACCOUNT SERVICES'. The 'LOG IN TO UWINSITE STUDENT' button also includes the text 'UWinID and password required.' below it.

3. Enter in your **UWinID** and **Password** and click **Login**

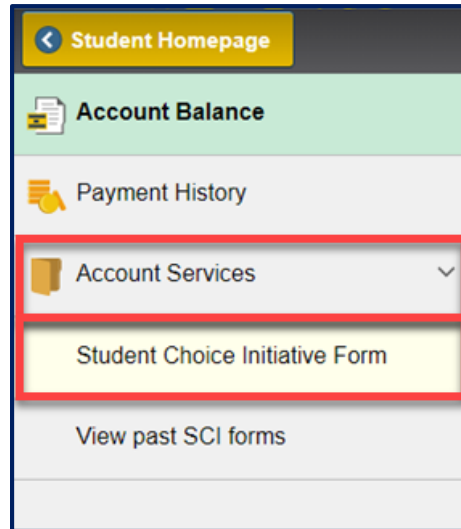


The image shows the University of Windsor login page. On the left, there is the University of Windsor logo and name. Below it are three input fields: 'UWinID', 'Password', and a green 'Login' button. To the right of the input fields, there is a security notice: 'For security reasons, please remember to log out and close all windows of your web browser when you are done accessing services that require authentication.' Below the notice are four links: '> First time here?', '> Manage UWin Account.', '> Forgot your password?', and '> Need Help?'. The 'Login' button and the 'UWinID' and 'Password' fields are highlighted with red and green borders respectively.

4. From the *Student Homepage*, click on **Financial Account**



5. From the *Navigation Menu* on the left hand side, click on **Account Services** and select, **Student Choice Initiative Form**



6. All of the *Non-Mandatory Supplementary Fees* will be listed. Select **Yes** or **No** for each fee.

**NOTE:** The default response is set to **Yes** for each fee.

**NOTE:** Click on **Details** to view a brief explanation or link for more information regarding each fee.

**NOTE:** Wait until each fee is registered before moving onto the next fee.

**Your Incidental Fees**

You are automatically opted-into incidental fees. To opt-out of specific fees, update the selection below to No.

Contribute? ▾	Fee Description ▾	Fee Amount ▾	Details
<input type="radio"/> No	Social Science Society Fee	2.50	<input type="button" value="Details"/>
<input type="radio"/> No	UWSA Peer Support	4.95	<input type="button" value="Details"/>
<input checked="" type="radio"/> Yes	UWSA Society Funding	3.25	<input type="button" value="Details"/>
<input checked="" type="radio"/> Yes	UWSA Elections	2.99	<input type="button" value="Details"/>
<input checked="" type="radio"/> Yes	UWSA Student Groups	1.81	<input type="button" value="Details"/>



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7. Once you are satisfied with your changes, click **Save**. After all Student Choice Initiative decisions have been saved, a log of your activity will be displayed.

**NOTE:** Contribution decisions can be altered until the given semester opt-out deadline.

**NOTE:** Once the semester opt-out deadline has passed, all decisions will be final.

**NOTE:** If your registration status changes before the semester opt-out deadline, you will need to update your Student Choice Initiative contribution decisions before the opt-out deadline.



 **Student Choice Initiative : Results**

You have successfully saved your eForm.

▼ **Signature/Action Logs**

**Transaction / Signature Log**

	<b>Current Date Time</b>	<b>Step Title</b>
1	08/02/2019 1:15:03PM	Saved
2	08/02/2019 1:16:05PM	Saved
3	08/02/2019 1:17:44PM	Saved

