

# Financial Responsibility Agreement

At the time of registration for any semester or term, every student is required to accept the Texas A&M University-Commerce (TAMUC) Financial Responsibility Agreement - the terms of which follow below. Registration will not be permitted if the agreement is declined.

## TAMUC Financial Responsibility Agreement

I hereby agree to pay all University charges (tuition and fees, housing charges, meal plans, or other fees) by one of the three options stated in this agreement.

Payment in full for all term charges is required by the deadline stated in the semester calendar.

## PAYMENT OPTIONS

**OPTION 1.** I may choose to pay/and or use financial aid to pay my balance in FULL on or before the payment due date established by TAMUC.

- I understand that any change in my class schedule, housing assignment or meal plan option may affect my overall balance due.
- I will pay/and or use financial aid to pay the FULL amount due on or prior to the due date as stated in the academic calendar for any changes which serve to increase my balance due to the University.

**Failure to pay in full will constitute automatic acceptance of the 4-Payment Installment Payment Option listed under OPTION 2.**

**OPTION 2. FALL AND SPRING SEMESTERS ONLY** - I may choose to pay my balance on the Installment Payment Option. TAMUC offers a 4-Payment Installment Plan. By doing so I agree:

- To pay and/or use my financial aid award to cover the required minimum down payment of \$100 prior to the payment deadline.
- I will pay the remaining installment payments on or before the due date specified for each installment.
- I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments.
- I also agree to pay the non-refundable payment plan setup fee of \$35.00 at the time of enrollment in the installment payment plan.
- I understand that a \$25.00 late fee will be assessed for each installment payment that is late.
- I understand that I can enroll for this option online through MyLeo using the LeoPay link.
- I acknowledge that Texas A&M University-Commerce has the right to enroll me in the 4-Payment Installment Payment Option should I make the minimum required down payment and processing fee but fail to complete the online enrollment process through LeoPay

**OPTION 3. Emergency Tuition Loan (course charges only)** - I may choose to borrow through the Emergency Tuition Loan program to defer payment of course charges (tuition and fees) until later in the current semester.

Other term charges (housing, meal plan, or other fees) must either be paid in full as in option 1 or put on the installment payment plan (option 2).

- I understand that I must meet the Emergency Tuition Loan eligibility requirements of course enrollment for the current term and have a student account that is good standing.
- I understand that I may be denied an Emergency Tuition Loan if I have any delinquent student account balance or a registration hold caused by financial delinquency (including unpaid parking citations).
- I agree to pay the non-refundable processing fee of \$35.00 at the time of application for the Emergency Tuition Loan.
- I understand that I must enroll for this option online through My Leo.

I understand that failure to choose a payment option by the payment deadline established by TAMUC will result in a \$25 registration late payment fee. I also understand that my classes may be dropped for non-payment.

It is my understanding that should I receive any financial aid (scholarships, federal loans, grants or stipends) prior to the payment due date of the Installment Plan or Emergency Loan then those funds will be applied toward any balance owed for the semester and a refund will be issued to me for any credit balance that is available should the applied financial aid be greater than the balance due.

## **COMMUNICATION**

The University assigned email address is the official method of communication by the Student Accounts Office. I acknowledge that it is my responsibility to check and manage my student email account so that important information can be received. Billing statements are available online and real-time account information is available through LeoPay. I understand that failure to review my online account information or billing statement does not constitute a valid reason for not paying a bill in a timely manner. Charges that result from failure to pay on time or to respond to a Business Office message are the student's responsibility.

I understand that this Statement of Financial Responsibility authorizes the Business Office to utilize any and all addresses, electronic addresses and phone numbers (including cellular numbers) available when attempting to contact students in regards to student financial information. I also understand and agree that when contacting me by telephone the University may employ prerecorded or auto-dialed calls. It is also agreed that the Business Office may disclose all contact information along with other relevant information to any outside collection agencies used for the collection of student account fees and authorizes them to utilize any and all information provided to them.

## **THIRD PARTY BILLING**

I understand that it is my responsibility to submit third party letters of credit or payment agreements to the Student Accounts Office. The University will apply third party credits to my student account charges based on the terms of the letter/agreement and that the University will bill the third party after the last day to withdraw from a semester and receive a refund only if applicable. I further understand that I am responsible for any portion of charges that are not paid by the third party and that the balance must be satisfied before I will be allowed to register for future semesters or receive official university documents. I understand that receipt of third party benefits may affect my financial aid award and could result in an adjustment of the award.

## **ACCOUNTS PLACED WITH OUTSIDE COLLECTION AGENCIES**

I understand that the University may place any delinquent balance for collection with an outside collection agency. I will reimburse the University for all fees charged by any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees that are incurred by Texas A&M University-Commerce in such collection efforts.

## **REFUNDS FOR DROPPED CLASSES AND WITHDRAWALS**

Refunds for dropped classes and withdrawals are determined by the date the drop or withdrawal is processed. I understand that refund percentages are applied to the total amount of tuition and fees due for the semester as prescribed by State law - not the amount paid. I also understand that it is my responsibility to formally notify the Registrar's Office and to follow proper procedures when withdrawing from the University. **I acknowledge and accept that failure to pay fees, failure to accept or receive financial aid, failure to attend class or refusing financial aid does NOT constitute an automatic drop or withdrawal for the semester.**

## **USE OF FEDERAL FINANCIAL AID FOR NON-INSTITUTIONAL CHARGES AND PRIOR YEAR DEBT**

I also authorize Texas A&M University-Commerce to apply my Federal student financial aid to pay any non-institutional charges on my student account and to apply Federal student financial aid funds to pay off prior year charges within the limits defined by Federal financial aid regulations (currently \$200).

## **UNPAID STUDENT CHARGES AND BANKRUPTCY**

I understand that student loans are not dischargeable in bankruptcy unless I am able to prove undue hardship in a court of law. For purposes of this agreement, student loans are defined as debts created through University loan programs including tuition loans, personal/book loans, and book vouchers as well as loans disbursed through the Perkins loan program.

## **REGISTRATION AND TRANSCRIPT HOLDS FOR DELINQUENT ACCOUNTS**

I understand that failure to meet the terms of this agreement may entitle Texas A&M University-Commerce to (1) refuse subsequent registration for any classes and/or drop current classes, and (2) withhold grades, diplomas, or transcripts from being released until all unpaid balances and other collection fees are paid in full.

Check this box to indicate that you have read and understand the Financial Responsibility Agreement above and agree to the terms and conditions.

*(Please check the box above, then press the CONTINUE button to proceed to registration.)*