



## **Statement of Financial Responsibility**

*The following agreement must be accepted before registration for classes will be permitted and before transcripts may be released.*

I, the student, agree that I am fully responsible for any charges incurred as a result of registration for classes, enrollment for or cancellation of room and board agreements, other optional services I utilize (such as tutoring services, health care services, etc.) and fines or charges incurred as a result of missing required deadlines. I further state that I fully understand and agree to the terms and conditions below.

### **UNIVERSITY REGULATIONS AND POLICIES**

All students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in all official University publications. These publications include, but are not limited to, [University Policies](#), [Catalog Announcements](#), [Student Handbook](#), and [Academic Calendars](#).

### **PAYMENT OF FEES**

All tuition, fees, charges, and University expenses are due at the beginning of each academic term and are the student's responsibility to pay. Payment must be made by the payment deadline posted on the [Enrollment Services website](#).

### **FINANCIAL HOLD**

If complete payment of the balance due is not received by the due date specified on the [Enrollment Services website](#), a financial hold will be placed on the student's record. Students with delinquent accounts will not be allowed to register in subsequent semesters or change enrollment for the current semester nor will official transcripts or diplomas be released by the University.

### **PAYMENT PLANS**

Students may enroll in an optional monthly payment plan for a nominal enrollment fee. Students enrolled in the payment plan will be billed monthly by the payment plan provider. Full payment of the amount billed by the payment plan provider does not necessarily mean the student's CUA account is paid in full. Students must review their CUA account statements to ensure the budgeted payment plan payments are sufficient to cover their balances with the University.

Students are required to pay any outstanding balances above the budgeted payment plan amounts directly to the University by the payment due date.



## **TUITION REFUND INSURANCE**

Tuition refund insurance is available for purchase prior to the first day of classes for any term. This insurance provides a 100% refund of tuition and fees if a student withdraws from the university because of injury or illness. The plan provides a 60% refund of tuition and fees if a student withdraws from the university because of mental health reasons. Information about the plan is available on the [Enrollment Services](#) website.

## **ELECTRONIC BILLING**

Electronic billing is the official method for billing all current and former students with outstanding account balances. Account statements are updated monthly. Current and former students are notified at their CUA email addresses when statements are available for viewing. Electronic statements can be viewed by clicking the CardinalPay link in Cardinal Station.

## **EMAIL AND ONLINE STATEMENTS**

The official University method of communication with current and former students is email sent to students' CUA addresses. Students are responsible for managing their email accounts so important information can be received. Failure to view the account statement online does not constitute a valid reason for not paying a bill by the payment deadline.

## **LATE PAYMENT FEES AND INTEREST**

Accounts will be subject to late fees and interest when payments are not received by scheduled due dates. Late fees are charged to accounts once per semester and interest is charged once per month. Interest will continue to accrue as long as the balance is unpaid. Late payment fee and interest amounts are posted on the [Enrollment Services](#) website.

## **LATE REGISTRATION FEE**

Any student whose initial registration occurs on or after the first day of classes will be assessed a late registration fee. Any student whose initial registration occurs after the final add/drop deadline will be assessed a late enrollment fee. Fee amounts are posted on the [Enrollment Services](#) website.

## **CLASS FEES**

Some classes carry additional fees that are not covered by tuition such as materials fees, lab fees, malpractice insurance, etc. Prior to registration, students should verify with academic departments offering the classes whether or not they carry additional fees.



## **FINANCIAL AID**

Financial aid (grants, scholarships, loans) that has been approved but has not yet been paid to the student account is considered to be pending. Pending aid is deducted from the current term balance in the *Pending Financial Aid Details* section of the monthly account statement. Any remaining balance will be billed to the student.

In the event that financial aid is reduced or cancelled, or in the event that the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.

## **REFUNDS**

Refunds will be processed for students with credit balances on their accounts. Changes that occur to accounts after refunds are processed may result in balances due to the University.

Some charges cannot be paid with Title IV funds. Additionally, any credit balance from the current term created by Title IV funds cannot be applied to past-due balances from prior terms. If a refund was triggered by the disbursement of Title IV funds the student may still owe a balance to the University.

Students are required to pay any outstanding balances by the payment due date even if they received refunds.

## **THIRD PARTY SPONSORSHIP**

If part or all of the student's educational expenses are paid by an embassy, agency or company, the student may elect to have the organization billed through our Third Party Billing process. Written authorization from the student's sponsor is required. Upon receipt of a completed billing authorization, a credit will be posted to the student account for the amount authorized. The University will bill the sponsor directly. If the sponsor does not pay in a timely manner, the third party credit will be removed from the student's account and the student will be responsible for payment. Students are responsible for any charges not covered by third party sponsors.

Students who are reimbursed by an employer at the end of the term are not eligible for third party billing and are responsible for payment by the due date.

## **WITHDRAWAL**

It is the student's responsibility to cancel registration by dropping all courses via Cardinal Station before classes begin if the student does not wish to attend, or if proper financial arrangements cannot be made. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal. Enrollment will not be automatically cancelled for failure to pay tuition and



fees. Failing grades will be assigned to classes for which students are registered but do not attend as per the [Change of Enrollment: Undergraduate and Graduate](#) policy. The student will be responsible for all tuition and fees resulting from enrollment in these classes.

Withdrawal from the University after the start of the semester may subject the student to tuition and fee liability in accordance with the [Refund of Student Charges policy](#). Students are encouraged to discuss the financial implications of their withdrawal with the Offices of Enrollment Services and Student Financial Assistance before making the decision to withdraw.

## **PAYMENT METHODS**

**Personal check:** A student whose check is returned from the bank unpaid may be required to pay with certified funds in the future and may be required to pre-pay anticipated tuition and fees before being allowed to enroll in courses.

**E-check:** Electronic check payment may be made for the amount due online at CardinalPay. There is no processing fee associated with electronic check payments. A student whose electronic check is returned from the bank unpaid may be required to pay with certified funds in the future and may be required to pre-pay anticipated tuition and fees before being allowed to enroll in courses.

**American Express, MasterCard and Discover:** Credit card payments may only be made through CardinalPay. Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. A 2.75% convenience fee will apply to the amount of the payment.

## **RETURNED PAYMENTS**

Any payment not honored by the student's bank will result in a \$65 returned payment fee.

## **DEBT COLLECTION**

The University will pursue any and all collection efforts and practices including referring the account to collection agencies and/or attorneys and reporting to credit bureaus. The student is responsible for all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law. These costs may add over 33 1/3% to the balance due. Once an account has been referred to a collections agency, the additional collections fee cannot be removed from the account and the student must make all payment arrangements with the collections agency.



**BANKRUPTCY**

Tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the university after the bankruptcy.

**PREPAYMENT**

The University reserves the right to require a student to pre-pay for future semesters based on the student's payment history.

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Student ID Number

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Student Name (Print)

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Student Signature

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Date