

## Financial Responsibility Form

*This form must be completed before attendance and/or resident housing access is permitted at Neumann University.*

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**Student Name**

**Student ID #**

Brief summary statement of Neumann University (NU) financial responsibility (See detailed statement of financial responsibility below)

Please initial 1-7 below - I understand the following:

- \_\_\_\_\_ 1. My student account balance (including but not limited to tuition, fees, room and meal plans) is my responsibility which I agree to pay by the deadlines issued.
- \_\_\_\_\_ 2. My payment obligation is binding whether my account is being paid by me, parents, or another person.
- \_\_\_\_\_ 3. I agree to be bound by the educational expenses and refund policies as presented in the tuition and fee schedule and NU website.
- \_\_\_\_\_ 4. It is my responsibility to maintain a current email and postal address to ensure receipt of NU correspondence.
- \_\_\_\_\_ 5. If my balance due is not paid by the due date, I will incur late / service charges and a Bursar Past-Due Hold will be placed on my account preventing registration and transcript activity.
- \_\_\_\_\_ 6. Failure to attend classes does not constitute an official drop or withdrawal.
- \_\_\_\_\_ 7. My past due unpaid account may be sent to a collection agency and may be reported to credit bureaus, and I will be responsible for the fees of any collection agency, attorney and any other collection costs.

I understand that this Agreement shall remain in full force and effect so long as I am registered at and/or have an outstanding balance with NU.

XXX-XX-

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**Student Name (please print)**

**Last 4 digits of Social Security Number**

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**Student Signature**

**Date**

Unless the student meets the Federal government guidelines to be declared an independent student, the student's parent(s) / guardian must also enter into this agreement by completing the information below.

XXX-XX-

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**Parent or Guardian Name (please print)**

**Last 4 digits of Social Security Number**

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**Parent Signature**

**Date**

XXX-XX-

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**Parent or Guardian Name (please print)**

**Last 4 digits of Social Security Number**

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**Parent Signature**

**Date**

## Detailed statement of financial responsibility

I understand that my student account balance is my responsibility. I agree to be bound by the educational expenses and refund policies as presented by Neumann University (NU) printed tuition and fees schedule and NU website [neumann.edu/about/business\\_office/tuition\\_fees](http://neumann.edu/about/business_office/tuition_fees). I have read the terms and conditions and understand those terms are incorporated herein by reference. By enrolling in courses at NU, I am making a financial commitment to pay the tuition and fee changes associated with my enrollment. I further understand that tuition, fees and any other charges to my account (including but not limited to housing, meal plans, bookstore, parking citations or permits and any health center charges) constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which NU is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. If I am unable to make full payment by the due date, it is my responsibility to contact the Bursar and / or Financial Aid Office to make other payment arrangements.

I understand that, as a current student, billing information will be communicated to me through my NU email account and /or other email accounts I have provided to the Bursar through MyNU portal or any other method. I also understand that my payment obligation is binding whether or not I access my E-bill, electronic or paper statements, and whether my account is being paid by me, parents, or another person. In the event I stop attending NU, paper statements will be mailed to the home resident address last provided, for any balance due. It is my responsibility to maintain a current postal address to ensure receipt of NU correspondence.

I understand that NU is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits NU from releasing any information from my education record without my written permission. Therefore, I understand that if I want NU to share information from my education record with someone else, I must provide written permission by following the NU Registrar procedure in paper form or electronically. I further understand that I may revoke my permission at any time as instructed in the same procedure.

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to NU upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to NU, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from NU. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by following the NU instructions for this process.

The monthly statement will indicate amount due and due date. I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at NU. I understand that if my balance due is not paid by the due date. I will incur a late charge and possibly service charges on the past-due balance and a Bursar Past-Due Hold will be placed on my account. This Hold will prevent registration and transcript activity as well as issuance of a diploma until the past-due balance has been paid in full. I understand that if my account becomes delinquent, I will not be allowed to register for any future semester(s). In the event I am able to register for future semester(s) because my current semester charges are not past-due, I understand that these current-term charges must be paid prior to the start date of any future semester(s) to prevent disenrollment from those future semester(s).

I understand that all prior semester charges must be paid by the enrollment cancellation deadline for any future semester to prevent being dropped from all courses for that future semester. I understand that I will receive email notification from the Bursar's Office if I am scheduled for cancellation and will monitor my NU email account during the month of enrollment cancellation.

I understand that failure to attend classes does not constitute an official drop or withdrawal. If I decide not to attend some or all of my courses and classes at NU, I must drop or withdraw by the appropriate deadline date(s) with the Registrar to receive a tuition refund (see schedule of tuition and fees for proportionate refund schedule). If I fail to drop or withdraw by these deadline dates, I understand that I will be charged for non-dropped courses. I further understand that if I stop attending NU for any reason, my current student account shall become due and payable immediately. The drop and withdrawal deadline dates are available in the Office of the Registrar.

If internal collection efforts have failed, my account may be sent to a collection agency and may be reported to one or more credit bureau reporting service(s). I agree to reimburse NU the fees of any collection agency, which will be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney fees NU may incur in such collection efforts.

Should it become necessary on the part of NU to enter into litigation regarding the account balance, I agree that any such case will be adjudicated within Delaware County, Pennsylvania Court system. Finally, I authorize NU to deduct any outstanding debts from the student's final paycheck(s) if employed by NU.

I authorize NU and its respective agent(s) and contractors to contact me regarding my educational loan and / or my student account at the current or any future telephone number either provided or acquired for my cell phone or other wireless device using automated telephone dialing equipment or artificial pre-recorded voice or text messages.