



STUDENT ACCOUNT
FINANCIAL RESPONSIBILITY AGREEMENT

Student Information (Please print)

Name: Student ID #:
Social Security #: Date of Birth:
Permanent Address: Phone:
City: Married: Yes No
State and Zip: Spouse's Name:

Guarantor's Information (If student is under 18)

Name: Relationship:
Address: Date of Birth:
City: Social Security #:
State and Zip: Phone:

This is a legal document acknowledging your responsibilities with regards to your MU student account(s). Please read it carefully and ask questions about anything you do not understand. This agreement covers all student accounts, which may include (but is not limited to) one or more of the following: Tuition Statement of Account, Fines and Additional Charges account, and/or Tri Kappa account.

I, the undersigned student and/or guarantor (if any), have been given the opportunity to ask questions and seek clarification, and for good and valuable consideration the receipt and adequacy of which is hereby acknowledged, understand and agree to the following:

- 1. I certify that I am at least 18 years of age as of the date of the signature of this agreement. (If less than 18, guarantor's signature also required.)
2. I am personally responsible for payment of my student account(s) on or before the due date(s).
3. All tuition and fees are due and payable in full by the designated due date, unless enrolled in an approved payment plan. To be considered 'paid' with a payment plan, the setup fee and any scheduled payments prior to the billing due date must be paid. Students with unpaid balances are not eligible to register for upcoming semesters.
4. A service charge of 1.5% (18% annually), or \$30.00, whichever is greater, may be added to any unpaid balance as of the due date. Additional service charges will be added to remaining balances as of the last working day of each month. (Unless enrolled in an approved payment plan).
5. If I do not pay the balance on my account(s) as agreed, withdrawal from the University may result and Manchester University will retain a security interest in all transcripts, diplomas, letters of recommendation, or grade reports, which shall not be released until this debt is fully paid.
6. In the event that I withdrawal from Manchester University, I am responsible for any and all remaining charges as a result of the official withdrawal process, including the return of any Federal Title IV financial aid.
7. A fee will be charged to my student account(s) for each check/Echeck I issue or endorse to Manchester University that is returned for non-payment.
8. If it becomes necessary to enforce payment on my account(s), it may be turned over to a collection agency and I will be responsible for all collection fees, attorney's fees and/or court costs. Collection fees may range from 25% to 40% of the outstanding balance due.
9. I agree to abide by the Financial Policies outlined in the Financial Information section of the Manchester University catalog at: www.manchester.edu/catalog/catalog_prev.htm
10. A credit balance on my student account(s) will be refunded a) after returning a student account reimbursement e-form; or b) at the end of the academic year; or c) upon graduation/withdrawal/separation from Manchester University as outlined in the Financial Information section of the Manchester University catalog.
11. This agreement supersedes any and all previous financial responsibility agreements I have with Manchester University.

Student Signature: Date:

Guarantor Signature: Date: