

**Procedure 5041.11**

**Student Financial Responsibility Agreement**

Upon application to the Northern Wyoming Community College District (NWCCD), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. This procedure outlines the terms and conditions related to the financial requirements of each student's education related to their registration for a term at NWCCD.

By submitting a course registration, either online or with a paper Course Management Form, you acknowledge you have read and are confident that you understand **all** terms and conditions of this Student Financial Responsibility Agreement ("Agreement").

Financial Responsibility Agreement

- I understand and agree that I have personal financial responsibility for the payment of all tuition, fees, and other District charges on my account relating to my enrollment and/or attendance at NWCCD. I understand that, regardless of any expected reliance on any third-party resources, including but not limited to financial aid, family resources, employer reimbursement, government assistance or any other external resources, I remain personally and solely responsible for paying all outstanding balances.
- I understand that if my financial aid or sponsorship is reduced or cancelled for any reason, I remain responsible for paying NWCCD any amount that I am not eligible to receive.
- I understand and agree that if I drop or withdraw from some or all of the classes for which I enrolled, I will be responsible for paying all or a portion of tuition and fees in accordance with the published Tuition/Fee Refund Schedule (<https://www.sheridan.edu/admissions/tuition-fees/billing/>).
- Tuition and fee charges are subject to change every semester. The current published tuition and fees schedules are available at (<https://www.sheridan.edu/admissions/tuition-fees/>).

Method of Billing

- I understand that NWCCD uses electronic billing as its official billing method and therefore I am responsible for viewing and paying my student account. I further understand that failure to review my account does not constitute a valid reason for not paying my bill on time.
- I understand and agree that the @sheridan.edu e-mail is the District's official method of communication with me and that therefore I am responsible for reading the e-mails I receive from NWCCD on a timely basis.

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### Placement of Holds

- I understand and agree that if I fail to pay any amount due and owing to NWCCD by the scheduled due date, NWCCD has the right to place a hold on my account. I understand the Balance Due Hold will prevent the release of my academic transcripts and diploma and will prevent me from enrolling in future semesters until the debt to NWCCD has been paid in full.

### Late Payment Fees

- I understand NWCCD will assess the late fees to fall and spring terms on the schedule below to any unpaid balances. I understand that I may avoid late payment fees by paying my account in full or by enrolling in a payment plan.
  - \$150 Late Payment Fee-Assessed the last day of the 1st month following semester start
  - \$100 Late Payment Fee-Assessed the last day of the 2nd month following semester start
  - \$50 Late Payment Fee-Assessed the last day of the 3rd month following semester start
- Due dates and late fees are adjusted for summer and shortened terms. See the Business Office for applicable dates.

### Billing Disputes

- 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 NWCCD.
- I understand that if I believe a charge on my account is incorrect, it is my responsibility to contact the department or office that has assessed the charge. If I need more information about a transaction on my account, I will contact the NWCCD Business Office immediately.

### Returned Payments

- If a payment made to my student account is returned by the bank for any reason, I agree to pay NWCCD the original amount of the returned payment plus a returned payment fee of \$30.00. I understand that multiple returned payments may result in a cash, cashier's check or money order only transaction to be made in-person at the Business Office. If a check was written to pay off my balance to allow me to register for a future semester and that check is returned by the bank for any reason, I understand I may be dropped from any courses I am registered for that have not yet begun.

### No Refunds under \$10.00

- I understand that any credit balance less than \$10.00 will not be refunded. A dormancy charge equal to the credit balance will be placed on the account.

### Communication

- I agree to conduct business, including but not limited to signing this Agreement and incurring financial obligations, with NWCCD electronically. I authorize NWCCD and its agents, representatives, attorneys, and contractors (including collection agencies) to contact me at the

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current or any future phone number or wireless device, home phone number and email address I provide to NWCCD, including by way of automated telephone dialing equipment, or artificial or prerecorded voice or text messages, for purposes of District business, including receiving notifications pursuant to this Agreement and collecting any portion of my student financial obligation which is due or past due.

- Upon leaving NWCCD for any reason, it is my responsibility to provide NWCCD with updated contact information for purposes of continued communication regarding any amount that remain due and owing to NWCCD.

#### Collections

- I understand that if my account becomes delinquent, NWCCD reserves the right to pursue legal action against me, to transfer my delinquent account to a collection agency/third party servicer and/or report any delinquency to credit bureau(s). In addition to my outstanding balance, I agree to pay the District's costs and fees, which may be assessed up to the maximum percentage permitted by law, together with all costs and expenses including attorneys' fees and the fees of third-party servicer/collection agencies, incurred in any litigation or collection activity resulting from my failure to pay. I also acknowledge that collection agency fees may be added to my delinquent account. I agree and authorize NWCCD to use my social security number for internal and external credit reporting and collection purposes for all fees and charges incurred against my account until the indebtedness has been paid in full.

#### Bankruptcy

- I acknowledge that enrollment at NWCCD constitutes a financial obligation between me and the District and all proceeds of this agreement will be used for educational purposes, for NWCCD to provide me educational services, and constitute an educational loan pursuant to 11 U.S.C. §523(a)(8). I understand and agree educational and related fees that are charged to my student account are non-dischargeable in bankruptcy absent an undue hardship determination and will remain due after the bankruptcy is discharged, pursuant to United States Bankruptcy Code, 11 U.S.C. §523(a)(8).

#### NWCCD Policies & Procedures

- I acknowledge and agree that this Agreement does not alter my obligations under the policies and procedures of Northern Wyoming Community College District, which are set forth at <https://www.sheridan.edu/about/board/policy/>, and that this Agreement should be read in conjunction with such policies and procedures.

#### Financial Obligation Disputes & Appeals

- If a student disputes a balance on their student account, they may contact the Controller or Director of Financial Aid for further information or explanation of charges. If a student disagrees with the decision made by the District, then they may submit an appeal to the Office

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for the Vice President for Student Affairs or the Financial Aid Office on either campus. Students are advised of the following information related to appeals:

- Students who drop or withdraw from one or more courses, or who completely withdraw will be obligated to NWCCD for that portion of tuition, fees, housing and dining charges not refunded, as indicated by *Procedure 5041.5: Refunds*.
- Appeals must be received no more than 60 days after the end of semester in question.
- For more information on submitting an appeal, there is an appeal packet available on the NWCCD hub located in Student Services, Student Appeals, or students may call the Office for the Vice President of Student Affairs.

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