

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.

The payment of tuition and fees is the obligation of the student. **By processing a course registration, either via the Web or by submitting a Registration Form to the Records Office, a student acknowledges they have read and agree to the following terms and conditions:**

- Registering constitutes a financial agreement between you ("Student") and the Northern Wyoming Community College District ("District"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, bookstore charges, or fine/fees ("Charges"), shall be added to your student account and are considered a loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for reviewing, understanding, and abiding by NWCCD policies, procedures, requirements, and deadlines as described in all official NWCCD publications. The publications include, but are not limited to, NWCCD Policies and Procedures, NWCCD Course Catalog and class schedules, student handbook, and academic calendars. Publications, policies and deadlines can be found on the NWCCD website at www.sheridan.edu.
- All Charges are due by the 21st calendar day of the semester for fall and spring semesters, and the 11th calendar day of the semester for the summer semester.
- The District accepts payments via student financial aid and third party sponsorship, but the responsibility for payment remains with you. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, you will be required to pay the full amount due.
- If you do not wish to attend, or if proper financial arrangements cannot be made, it is your responsibility to withdraw all courses. You understand that withdrawing from a class after the 100% tuition refund period will cause a balance on your account and that you remain liable for all tuition and fee charges. This balance must be paid in full upon withdrawal.
- Financial aid (grants, scholarships, loans) that has been approved but has not yet been paid to your account is considered to be pending. Pending aid is deducted from the current term balance in the Pending Financial Aid Details section of your student account statement. Any remaining balance will be billed to you.

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- You must attend classes to be eligible for federal financial aid. Once aid has been disbursed, if you drop classes or fail to attend classes, you may immediately owe part or all of your federal financial aid back. This is true even if the financial aid disbursement covered only part of your tuition bill and you did not receive a credit balance refund.
- If your withdrawal from a class or classes causes a portion or all of your financial aid to be returned to the source from which it originated (i.e. federal government, lender or other) you will be charged for the returned funds and are responsible for immediately paying the balance in full. Failure to withdraw from classes in a timely manner or non-attendance does not relieve you from financial responsibility of your account balance.
- In the event that financial aid is reduced or cancelled, or in the event that you have not met the specified requirements for receiving such aid, you will become responsible for the full balance of outstanding charges.
- 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 District.
- The District reserves the right to place a hold on student accounts and withhold future services (registration, transcript request, diploma, etc.) to students who have any outstanding balances with the District.
- The District will pursue all collection efforts and practices in collecting any unpaid balance. These practices include placing phone calls, mailing/emailing statements and collection letters, referring your account to a collection agency, having your debt reported to credit reporting agencies, and referring balance to an attorney to pursue the balance via litigation. If your account is referred to an outside collection agency your account may be assessed additional fees up to 20% of your account balance. These fees are associated with the collection of the debt including but not limited to collection agency fees, attorney's fees, court costs and all other charges allowed by law.
- Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the District after the bankruptcy.
- The @sheridan.edu email account is the primary means of communication for the District. All material sent by email to your college email address will be deemed received.
- It is your responsibility to check your @sheridan.edu email account regularly and maintain a current postal address with the Records Office to ensure receipt of all District correspondence.
- In addition, you agree to allow NWCCD, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact you as the law allows regarding your obligation to repay your debt to NWCCD. You may be contacted by manual calling methods, prerecorded or artificial voice messages, automated telephone dialing systems, emails, and/or text messages at any telephone number or email address associated with your student account, currently or in the future, including wireless telephone numbers. You understand that others may be able to review the messages and/or emails related to your debts sent to or from NWCCD, including their contents, which may include information about the debt and its status. You further authorize telephone calls to be recorded for assurance of quality, and/or other reasons.

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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 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 MyNWCCD portal located in student forms, or students may call the Office for the Vice President of Student Affairs.

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