

# SUNY Broome Community College Financial Responsibility Agreement

## FINANCIAL OBLIGATION

**Payment of Fees/Promise to Pay:** I understand that when I register for any class at SUNY Broome Community College or receive any service from SUNY Broome Community College, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms 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 SUNY Broome Community College 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.

I understand that if I am planning to pay my bill with financial aid or third party deferral and the funding does not materialize for any reason, I remain responsible for all tuition, fees and other associated costs assessed because of my registration and/or receipt of services.

**Method of Billing:** I understand that SUNY Broome Community College uses electronic billing as its official billing method, and therefore I am responsible for viewing and paying my student account eBill (Banner Statement) by the scheduled due date. I further understand that failure to review my eBill does not constitute a valid reason for not paying my bill on time. EBill information is available at [Mycollege.sunybroome.edu](https://mycollege.sunybroome.edu).

Changes to my registration: I understand that if I register or make changes to my schedule between statement cycles, I am responsible for regularly reviewing account activity (i.e. since my last statement) and making payment of my balance by the scheduled due date. Account information is available at <https://app1.campuscommerce.com/api/connector/saml/ent/39294>

**Dropping a Class:** I understand and agree that when I drop or withdraw from one or more of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published Tuition Refund Policy. I have read the terms and conditions of the Published Tuition Refund Policy and schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a hard copy bill does not absolve me of my financial responsibility as described above.

Prior to the start of the semester/term (Fall, Winter, Spring, Summer), students may drop one or more of their registered classes via the MyCollege Portal or by submitting a drop/add slip to the Registrar's Office. Matriculated students who need an alternate or registration PIN to register will also need this alternate PIN to drop classes. Once the semester/term has started, students may submit a drop/add form to the Registrar. Matriculated students need an advisor signature. Matriculated students withdrawing from all registered classes are required to submit the signed drop/add form to Room 210 (778-5421) in the Student Services Building where additional paperwork will need to be completed.

**Billing Errors:** 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 costs and financial obligations assessed as a result of my registration at SUNY Broome Community College.

**Payments/Failed Payment Agreements:** When a payment is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with SUNY Broome Community College may result in cancellation of my classes, and/or suspension of my eligibility to register for future classes at SUNY Broome Community College, and/or revocation of access to online payment options.

#### **DELINQUENT ACCOUNT/COLLECTION:**

**Financial Hold:** I understand and agree that when I fail to pay my student account bill or any payments due and owing SUNY Broome Community College by the scheduled due date, SUNY Broome Community College shall place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, and receiving my diploma.

**Collection Agency Fees:** I understand and accept that when I fail to pay my student account or any payments due and owing SUNY Broome Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, SUNY Broome Community College shall refer my delinquent account to a collection agency. I further understand that I am responsible for all costs of collecting unpaid charges including collection agency fees (which may be based on a percentage of the total amount due not to exceed 33.3%), attorney fees and court costs. Finally, I understand that my delinquent account may be reported by SUNY Broome Community College to one or more of the national credit bureaus.

#### **COMMUNICATION**

**Method of Communication:** I understand and agree that SUNY Broome Community College uses e-mail and the MyCollege student portal as its official method of communication with me (please refer to the Student Handbook located at <http://www1.sunybroome.edu/about/current-students/>), and I am responsible for reading the emails I receive from SUNY Broome Community College and reviewing notices in the student portal on a regular and timely basis.

**Contact:** I authorize SUNY Broome Community College and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) and/or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to SUNY Broome Community College, and to receive general information from SUNY Broome Community College. I authorize SUNY Broome Community College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in its efforts to contact me. I understand I may withdraw my consent for SUNY Broome Community College to call my cellular phone by submitting my request in writing to SUNY Broome Community College or in writing to the applicable contractor or agent contacting me on behalf of SUNY Broome Community College.

**Updating Contact Information:** I understand and agree I am responsible for keeping SUNY Broome Community College records up to date with my current physical addresses, email addresses, and phone numbers by notifying the Registrar's Office in writing of any changes. The form is at <http://www2.sunybroome.edu/registrar/>. Upon discontinuing my education at SUNY Broome Community College for any reason, it is my responsibility to provide SUNY Broome Community College with updated contact information for purposes of continued communication regarding any outstanding amounts that remain due and owing to SUNY Broome Community College.

#### **PRIVACY RIGHTS & RESPONSIBILITIES**

I understand that SUNY Broome Community College is bound by the Family Educational Rights and Privacy Act (FERPA), which prohibits SUNY Broome Community College from releasing information from my education record without my written permission. I understand that when I agree that SUNY Broome Community College may share information from my education record with designated individuals, I shall provide written authorization by submitting an information release to the Registrar's Office. The Information Release Form is available on the Registrar's Office homepage at <http://www2.sunybroome.edu/registrar/>. I understand I may revoke authorization by submitting the same form to the Registrar's Office.

## **FINANCIAL AID**

I understand financial aid which is described as "estimated" on my Financial Aid Award does not represent actual or guaranteed amount of payment; rather it is an estimate of the financial aid I may receive when I meet all the requirements stipulated by one of more financial aid programs.

I understand my Financial Aid Award is contingent upon my continued enrollment and attendance in each registered class upon which my financial aid eligibility was calculated. When I drop one or more classes prior to the end of the semester/term, I understand my financial aid eligibility amount may decrease and part or all of the amount of financial aid awarded to me may be revoked.

When part or all of the amount of my financial aid is revoked because I dropped or failed to attend one or more classes, I agree to repay all revoked financial aid that was disbursed to my account and resulted in the credit balance refunded to me.

I agree and authorize SUNY Broome Community College on my behalf to pay any and all charges assessed to my account at SUNY Broome Community College such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees, fines, bookstore charges, or any other amounts from the amounts I received from the financial aid programs, in accordance with the terms of the financial aid programs.

**Academic Prizes, Awards, Scholarships, Grants:** I understand all academic prizes, awards, scholarships and grants awarded to me by SUNY Broome Community College shall be credited to my student account and applied toward any outstanding balances owed by me. I understand and agree my receipt of an academic prize, award, scholarship or grant is considered a financial resource according to federal Title IV financial aid regulations, and may reduce the amount of my eligibility for other federal and/or state financial aid

**Federal Aid:** I understand Federal Title IV financial aid that I receive, except for Federal Work Study wages, shall first be applied by SUNY Broome Community College to outstanding balances on my student account for tuition, fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, and programs.

## **ENTIRE AGREEMENT**

The SUNY Broome Community College Financial Responsibility Agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and SUNY Broome Community College, and constitutes the entire agreement between SUNY Broome Community College and its agents and the student with respect to the student's financial responsibility to the College. The agreement shall only be modified upon written approval and/or modification by SUNY Broome Community College and shall be specifically limited to those policies and/or terms identified in the modification.