

Financial Responsibility Agreement

All students are bound by the College of Central Florida's Financial Responsibility Agreement upon course registration. The agreement outlines the financial terms and conditions associated with your course registration. By allowing charges to be applied to your student account, you will be bound by this agreement.

The following is an agreement between the College of Central Florida and you, regarding your student account. Please read this agreement carefully and call the Department of Student Accounts with any questions before signing it.

By allowing charges to be applied to your student account, you will be bound by this agreement.

- **Use of Account** – You authorize the College of Central Florida to add to your account all tuition, fees, and other charges incurred by you as a result of enrolling in the college.
- **Promise to Pay** – By authorizing the charges applied to your account, you agree that you have the intention to pay. You are promising to pay all valid charges placed on your account for courses you are enrolled in after the published drop date for the term/course, including 100% of the tuition and fees for courses from which you withdraw after the last eligible day to receive a refund.
- **Student Account and Billing Statement** – Student Account activity and statements are available electronically via the student portal.
- **Billing Errors** – You understand that administrative, clerical or technical billing errors do not absolve you of your financial responsibility to pay the correct amount of tuition and fees as a result of your registration at the College of Central Florida.
- **Payment Due Date** – Billed tuition, fees, and other charges are due in full by the 10th business day following registration or immediately following registration if classes have started.
- **Removal from Classes** – The college reserves the right to drop your enrollment in class for failure to abide by this agreement or any other payment agreement you have entered into with the college.
- **Payment Deferrals** – Florida Statute 1009.27 allows deferments when a student is awarded aid for a given term or if a student is eligible for a veteran's educational benefits. In accordance with Florida State Board of Education Rule 6A-14.054, the college has elected to limit the deferral of fees to one per term, which is due 60 calendar days after the first day of class, regardless of any pending financial aid. Students are responsible for payment of any outstanding balance on their student account even if they do not receive or are not eligible for financial aid or veteran's educational benefits for a given term/course.
- **Payment Methods** – If the student account is not paid through financial aid or a third party agency, the College of Central Florida offers four methods for paying your student accounts balance:
 - Utilize our NelNet payment plan.
 - Pay online with a credit card — (we accept Visa, Master Card, Discover and American Express).
 - Visit the Department of Student Accounts at the Ocala, Citrus or Levy Campus.
 - Mail a check made payable to College of Central Florida, attention Department of Student Accounts, 3001 SW College Rd. Ocala, FL 34474-4415. Please note: Students who have previously provided payment that was dishonored by their financial institution (returned check or EFT or disputed credit card charge) are required to pay in cash or with other certified funds. Also, students who have previously filed bankruptcy are required to pay all fees in full.
- **Returned Check Fee** – A returned check fee of up to \$40 dollars or 5% of the face value, whichever is greater, will be added to your account for any check returned by your financial institution. The college reserves the right to pursue all legal remedies available to collect on a returned check.
- **Past Due Accounts** – If your account is delinquent for 60 calendar days you will receive a first notice. If you do not respond within 14 calendar days from the mailing date of the letter, a second notice will be sent to you. If the matter is not resolved within another 14 calendar days, your account will be turned over to a collection agency. Once your account has been turned over to the collection agency, you may only pay to the collection agency.
- **Collection Agency Fees** – You agree to pay all collection fees incurred by the college as a result of pursuing the unpaid balance. The collection agency fee is based on a percentage of your balance, not to exceed 35% of the account balance.

- **Write-off** – If your account resides with our collection agency for 90 calendar days and you fail to pay at least one third of the account balance, including collection fees, the account will be written off. A write off only refers to the accounting treatment. Your financial obligation continues. You will still have to pay the debt before you may re-enroll or request transcripts.
- **Bankruptcy** – Enrollment in (a) class(es) constitutes a financial obligation between the student and the College of Central Florida. Any and all services received by the student under this agreement are for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a)(8) that is non-dischargeable in bankruptcy.
- **Financial Hold** – You understand and agree that if you fail to pay your student account bill or any monies due the College of Central Florida by the scheduled due date, the College of Central Florida will place a financial hold on your student account, preventing you from registering for future classes, requesting transcripts, or receiving your diploma.
- **Financial Aid** – You agree to allow any financial aid you receive to pay any and all charges assessed to your account at the College of Central Florida including but not limited to: tuition, fees, parking fines, service fees, bookstore charges, and any other amount, in accordance with the terms of the aid.
Federal Financial Aid regulations do not permit the college to automatically apply your upcoming financial aid refund to a past due balance from a previous term. You will need to personally receive the refund and then use it to pay your balance due using the available payment methods.
Please be advised that your financial aid award is contingent upon your continued enrollment and attendance in each class upon which your financial aid eligibility was calculated. Dropping a class before completion may reduce your financial aid eligibility and some or all of the aid awarded to you may be revoked. Should this occur, you agree to repay all revoked aid that was disbursed to your account and resulted in a credit being refunded to you.
- **Method of Communication** – You understand and agree that the College of Central Florida uses Patriots email as the official method of communication with you, and that you are, therefore, responsible for reading Patriots email you receive from the college on a timely basis.
- **Updating Contact Information** – You understand and agree that you are responsible for keeping College of Central Florida records up to date with your current physical address, email addresses, and phone number. Upon leaving the College of Central Florida for any reason, it is your responsibility to provide the college with updated contact information for purposes of continued communication regarding any amounts that remain due and owed to the College of Central Florida.
- **Contact** – You authorize the College of Central Florida and its agents and contractors to contact you at your current and any future cellular phone number(s), email address(es) or wireless device regarding any debt you owe to the college. You authorize the College of Central Florida 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 their efforts to contact you.
- **IRS FORM 1098-T** – You agree to provide your Social Security number (SSN) or taxpayer identification number (TIN) to the College of Central Florida as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If you fail to provide your SSN or TIN to the college, you agree to pay any and all IRS fines assessed as a result of your missing SSN/TIN. You agree to receive your IRS tax form 1098T electronically via MyCF portal in lieu of a mailed copy. To receive a mailed copy, this consent may be revoked by submitting a 1098T Tuition Statement Request Form to the Department of Student Accounts.
- **Change of Terms** – The College of Central Florida may change the terms of this agreement at any time. The college will provide notice of such change on your student portal account and allow you the opportunity to pay your account in full if you dispute the change. It is your responsibility to ensure you are aware of any changes, including changes to any and all tuition and fees.
By signing this agreement, you are acknowledging that you have read and understood all of the policies stated above and agree to abide by these policies and all other published college policies.

Student's Signature

Date