

# Elmhurst University

## Statement of Financial Responsibility

### **ELMHURST UNIVERSITY REGULATIONS AND POLICIES**

By registering for courses at Elmhurst University, you hereby acknowledge that you are entering into a contractual arrangement with Elmhurst University, whereby you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. Included in the rules and regulations that comprise the terms and conditions of this contract are those contained in this document and the Elmhurst University Catalogue, eBook and Academic Calendars that are in effect during the years of your enrollment. All students are responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements and deadlines as described in official University publications.

You further understand and agree that your registration and acceptance of these terms constitute 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 Elmhurst University is providing you educational services, deferring some or all of your payment obligations for those services, and you promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

### **PAYMENTS**

All tuition, fees, charges and expenses are due at the beginning of each academic term and are the student's responsibility to pay. In lieu of payment in full at the beginning of a term, students may enroll in a monthly payment plan.

### **CLASS FEES**

Some classes carry additional fees that are not covered by tuition such as test fees, material fees, lab fees, malpractice insurance, etc. Prior to registration, students should verify with academic departments offering the classes whether or not they carry additional fees.

### **ELECTRONIC BILLING**

Electronic billing is the official method for billing all current and former students with outstanding account balances. Account statements are updated monthly. Current and former students are notified via Elmhurst University email when statements are available for viewing. Electronic statements can be viewed by clicking the TouchNet Connect link on BlueNet.

### **EMAIL AND ONLINE STATEMENTS**

The official University method of communication with current and former students is email sent to students' EU email addresses. Students are responsible for managing their email accounts so important information can be received. Failure to view the account statement online does not constitute a valid reason for not paying a bill by the payment deadline.

### **PAYMENT PLANS**

Students may enroll in an optional monthly payment plan each semester. Students enrolled in a payment plan will be billed monthly through TouchNet. Full payment of the amount due does not necessarily mean that the student's EC account is paid in full, but the account will be in good standing permitted the minimum payment is received on or before the 15<sup>th</sup> of each month.

### **PAYMENT METHODS**

**Personal Checks:** Personal checks may be personally delivered or mailed to the Office of Student Financial Services at Elmhurst University.

**Electronic Checks:** Electronic fund transfer (EFT) payments may be made for the amount due online through TouchNet. There is no processing fee associated with electronic check payments.

**Credit Cards:** American Express, MasterCard, Discover and Visa credit card payments may only be made through TouchNet. Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. A 2.85% convenience fee will apply to the amount of the payment.

#### **RETURNED PAYMENTS**

Any payment not honored by the student's bank will result in a \$30 returned payment fee. A student whose check is returned from the bank unpaid may be required to pay with certified funds in the future and may be required to pre-pay anticipated tuition and fees before being allowed to enroll in courses.

#### **LATE PAYMENT FEES AND INTEREST**

Accounts enrolled in payment plans will be subject to late fees (\$90) when payments are not received by scheduled due dates. Interest of 1% for any unpaid balance is charged on accounts that are not enrolled in a monthly payment plan and have not paid in full. Late fees and interest are charged once per month.

#### **BUSINESS HOLDS**

Accounts that are not paid in full at the beginning of the term and the student is not enrolled in a monthly payment plan will be placed on a business hold. Accounts that are delinquent or not in good standing will not be permitted to register in subsequent semesters or change enrollment for the current semester. Furthermore, official transcripts or diplomas will not be released by the University.

#### **FINANCIAL AID**

Financial aid (grants, scholarships, loans) that has been approved but has not yet disbursed to the student account is considered to be pending. Pending aid is deducted from the current term balance in the *Pending Financial Aid Details* section of the monthly account statement. Any remaining balance will be billed to the student.

In the event that financial aid is reduced or cancelled, or in the event that the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.

#### **REFUNDS**

Refunds will be processed for students with credit balances created by Title IV funds (federal) within 14 days after the beginning of a term. All other refund requests will be processed after the drop/add period, general the fifth week of the term. Special circumstances may justify partial refunds prior the stated time periods. Changes that occur to accounts after refunds may result in balances due to Elmhurst University. Students are required to pay any outstanding balances by the payment due date even if they received a refund.

#### **THIRD PARTY SPONSORSHIP**

If part or all of the student's educational expenses are paid by a pre-paid tuition plan, an agency or an employer, the student may elect to have the organization billed through our Sponsored Billing process. Written authorization from the student's sponsor is required. Upon receipt of a completed billing authorization, the account will be flagged and monthly service fees will be waived. The University will bill the sponsor directly. If the sponsor does not pay in a timely manner, the flag will be removed from the student's account and the student will be responsible for payment and all applicable service and late fees. Students are responsible for any charges not covered by third-party sponsors. Students who are reimbursed by an employer at the end of the term will have a six-week extension after the end of the term to pay the balance in full.

#### **WITHDRAWAL**

It is the student's responsibility to cancel registration by dropping all courses before classes begin if the student does not wish to attend Elmhurst University. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal. Enrollment will not be

automatically cancelled for failure to pay tuition and fees. Failing grades will be assigned to classes for which a student is registered but do not attend.

When a student withdraws from the University or drops a course, charges will be computed according to the length of the course and number of calendar days into a term the drop/withdrawal takes place. The effective date of withdrawal from individual courses is the date the request for a withdrawal is present to the Office of Registrations and Records. Withdrawal from Elmhurst University after the start of the semester may subject the student to tuition and fee liability in accordance with the College's refund policy. Students are encouraged to discuss the financial implications of their withdrawal with the Office of Student Financial Services before making the decision to withdraw.

#### **State of Illinois Financial Aid**

After the second week of classes, 100% of an Illinois Monetary Award, up to the adjusted tuition costs, is applied to the student's tuition.

#### **Federal Financial Aid**

During the first 60% of a period of enrollment, a student "earns" Title IV (federal financial aid) funds in direct proportion to the length of time he or she remains enrolled. The percentage of earned aid is determined by dividing the number of days the student remained enrolled by the number of days in the term. Unearned Title IV funds, other than FWS, must be returned. Unearned aid is the amount of Title IV aid that exceeds the amount of Title IV aid earned. Institutional costs play no role in determining the amount of federal funds to which a student is entitled. Students may change their enrollment status before the first week of classes without penalty. Title IV aid is adjusted beginning the first day of each term. ***This policy is subject to the Higher Education Amendments of 1998, Public Law 105-244. Contact the Office of Student Financial Services for details of this policy.***

#### **Elmhurst University Funds**

The amount of University funds are adjusted at the same percentage rate as the tuition and fees withdrawal scheduled used by the Office of Student Financial Services. Scholarships received from private sources are returned to those programs per their individual restrictions.

#### **SEMESTER**

##### **Tuition Refunds/Withdrawal Charges:**

Per course up to end of first week	\$20 charge
Third week of the term	70% refund
Fourth week of the term	50% refund
Fifth week of the term	30% refund
Sixth week and beyond	\$0 refund

#### **8-WEEK PROGRAM**

##### **Tuition Refunds/Withdrawal Charges:**

Per course Days 1-4
Days 8-11
Days 12-14
Days 15-18
Days 19 and beyond

#### **DEBT COLLECTION**

Elmhurst University will pursue any and all collection efforts and practices including referring the account to collection agencies and/or attorneys and reporting to credit bureaus. The student is responsible for all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law. These costs may add over one-third more to the balance due. Once an account has been referred to a collections agency, the additional collections fees cannot be removed from the account and the student must make all payment arrangements with the collections agency.

#### **BANKRUPTCY**

Tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the University after the bankruptcy.