

# The Pennsylvania State University

Student Financial Responsibility Agreement – Spring 2024  
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John Doe

Pre-Registration Activity Guide - Spring 2024

Please carefully read the following information.

Once you are confident that you understand all of the terms and conditions of this Agreement, you may indicate your consent and continue on to register for your class(es). You will not be able to proceed with registration activity until you have read and agreed to the terms and conditions of this Agreement.

## **My Responsibility**

By signing this Student Financial Responsibility Agreement ("Agreement"), I understand that when I register for class(es) at The Pennsylvania State University ("Penn State" or "University"), I promise to take financial responsibility for the payment of all tuition, fees, and other University charges on my student account relating to my enrollment and/or attendance at Penn State. I understand and agree that Penn State is permitting me to register for and attend classes without pre-paying tuition in full, in consideration for this Agreement to pay tuition at a future date described below. 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 any and all outstanding balances. I further understand and agree my registration and acceptance of these terms constitutes a contractual agreement in which Penn State is providing me educational services, deferring some or all of my payment obligations for these 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 as a result of public health related concerns, government pronouncements, or other considerations, Penn State may need to modify, alter, or substitute the format, process, or methods of providing educational instruction, services, and assessments of student performance, including using video, audio conferences, online tools, or other remote learning options for classes and course work during the semester or other period of enrollment. I understand and acknowledge that any educational instruction may be presented in a variety of formats, and I agree that I will remain responsible to pay the tuition and fees assessed to my student account notwithstanding such modifications.

## **Bills**

After I register, I understand that my bill will be made available online, and I will be sent notification of its availability at my University (@psu.edu) e-mail address. If I do not receive an e-mail notification, I agree that I am still responsible for the required payment.

The current published tuition and fees schedules are available at [www.tuition.psu.edu](http://www.tuition.psu.edu). Tuition and fees charges are subject to change every semester or other period of enrollment.

## **IRS Form 1098-T**

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Penn State upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Penn State, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically each year from Penn State or the University's 1098-T provider. I understand that I can withdraw this consent and receive paper copies by

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submitting a request at <https://bursar.psu.edu/contact-us> from my Penn State email account.

## **Third-Party Sources of Financial Aid**

If I expect third party sources of financial aid to pay all or part of my financial obligation to the University, I understand that it is my responsibility to meet all requirements of grantors, lenders, employers, and other third parties on a timely basis to ensure disbursement of financial aid to my student account. I understand that if my financial aid is reduced or cancelled for any reason, I remain responsible for any outstanding balance and for reimbursing the University any amounts that I am not eligible to receive.

## **Payment Due Date**

I understand there are scheduled due dates for tuition and fees for each semester or other period of enrollment. Due dates can be found online at <http://www.bursar.psu.edu/duedates.cfm>.

## **Assessment of Finance Charges**

I understand Penn State will assess a monthly finance charge of 1.5% (19.56% APR) on any outstanding balance owed to the University if I fail to pay in full by the due date.

## **Tuition Adjustment:**

I understand if I do not properly cancel all of my classes before the first day of the semester or other period of enrollment, I will remain responsible for paying tuition and fees assessed to my student account. Information on cancelling registration can be found online at <https://www.registrar.psu.edu/enrollment/leaving/cancel-registration.cfm>. I understand if I withdraw from a semester or other period of enrollment, drop classes after the semester or other period of enrollment begins, or am involuntarily removed from classes under a student conduct process, including, but not limited to emergency removal, exclusion, suspension or expulsion after the semester or other period of enrollment begins, I will be responsible for all or a percentage of the tuition charged. The adjustments of tuition will be made in accordance with Penn State's [Tuition Adjustment Policy](#).

## **Placement of Financial Holds**

I understand Penn State will place a Financial Hold on my student record, to the extent permitted by law, if I fail to pay all charges assessed to my student account by the due date. I also understand this Financial Hold will prevent the release of my academic transcripts and diploma and will prevent me from registration activity such as adding classes for future semesters or other periods of enrollment.

## **Billing Disputes**

I understand that if I believe a charge on my bill is incorrect, it is my responsibility to notify the Office of the Bursar by mailing a letter containing (1) my name and Penn State student identification number, (2) the dollar amount of the contested charge, and (3) why I believe the charge is incorrect, to:

*Penn State  
Office of the Bursar  
103 Shields Building  
University Park, PA 16802*

## **Collection Agency Fees**

I understand and accept if I fail to pay my student account bill or any monies due and owing Penn State by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, Penn State may refer my delinquent account to a collection agency. I further understand if Penn State refers my student account balance to a third party for collection, whether an attorney or collection agency, I will be responsible for any costs (including but not limited to collection fees, attorney's fees, and court costs, as more fully described

John Doe

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below) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 33.33 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

### **Electronic Communication**

I understand and agree Penn State uses email as an official method of communication with me and that, therefore, I am responsible for reading the emails I receive from Penn State on a timely basis.

I authorize Penn State and its agents, representatives, attorneys, and contractors (including collection agencies) to contact me at the current or any future mobile phone number, home phone number, and email address I provide, including by way of automated telephone dialing equipment, or artificial or prerecorded voice or text messages, for purposes of collecting any portion of my student financial obligation which is past due.

### **Updating Contact Information**

I understand and agree that I am responsible for keeping Penn State records up to date with my current mailing addresses, email addresses, and phone numbers by following the procedure at <https://www.bursar.psu.edu/faq/how-do-i-change-my-address-the-university>. The linked procedure is incorporated herein by reference. Upon leaving Penn State for any reason, it is my responsibility to provide Penn State with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Penn State.

### **Governing Law**

This Agreement will be governed by the laws of the Commonwealth of Pennsylvania and any disputes arising from this Agreement shall be determined in accordance with the law of this jurisdiction. Any suit, action, or proceeding arising in connection with this Agreement must be brought in the courts of Centre County, Pennsylvania, or where federal jurisdiction exists, in the United States District Court for the Middle District of Pennsylvania.

### **Entire Agreement**

This Agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and Penn State, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance.

### **Severability**

If any provision, term, or clause of this Agreement is declared by a court of competent jurisdiction to be illegal, unenforceable, or ineffective, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the parties.

**I hereby acknowledge I have read this Agreement in its entirety and understand it. By clicking on the I AGREE button below, I am consenting to be bound by this Agreement, thereby obligating me to pay my outstanding balance, together with all fees and costs set forth above, due Penn State.**

Name: John Doe

Signed on:

John Doe

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