

Brandman University Financial Responsibility Agreement

PAYMENT OF TUITION AND FEES/PROMISE TO PAY

I understand that when I register for a class at Brandman University or receive a service from Brandman University, 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 promise to pay for all assessed tuition, fees and other associated costs by the due date listed in the [University Catalog](#).

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying tuition and fees in accordance with the published [Tuition Refund Policy](#) at Brandman University. I have read the terms and conditions of the published tuition refund policy and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Balance Due Hold: I understand and agree that if I fail to pay outstanding charges or any monies due and owing Brandman University by the due date, Brandman University will place a balance due hold on my student account, preventing me from registering for future classes, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Brandman University by the due date, which is the start of each eight week session, as listed in the [Academic Catalog](#), Brandman University will assess monthly late payment charge at the rate of 6.5% annually (or 0.5417% per month) on the past due portion of my student account until past due charges are paid in full.

Collection Agency: I understand and accept that if I fail to pay my student account bill or any monies due and owing Brandman University, the University may refer my delinquent account to a collection agency. I further understand that if Brandman University refers my student account balance to a collections agency, monthly interest charge may be assessed by the respective collections agency. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus by the respective collections agency.

State of California Tax Intercept Program: I understand and accept that if I fail to pay my student account bill or any monies due and owing Brandman University and I reside in the state of California, the University may refer my delinquent account to the California Franchise Tax Board (FTB) for interagency intercept collection. FTB operates an intercept program in conjunction with the State Controller's Office, collecting delinquent liabilities individuals owe to state, local agencies, and colleges. FTB intercepts tax refunds, unclaimed property claims, and lottery winnings owed to individuals. FTB redirects these funds to pay the individual's debts to the agencies/colleges (California Government Code Sections 12419.2, 12419.7, 12419.9, 12419.10, 12419.11, and 12419.12).

COMMUNICATION

Method of Communication: I understand and agree that Brandman University uses official university issued student e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Brandman University on a timely basis.

Contact: I authorize Brandman University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s), any other debt I owe to Brandman University, or to receive general information from Brandman University.

Updating Contact Information: I understand and agree that I am responsible for keeping Brandman University records up to date with my current physical addresses, email addresses, and phone numbers through the student self-service portal or by contacting the corresponding campus OneStop. Upon leaving Brandman University for any reason, it is my responsibility to provide updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Brandman University.

FINANCIAL AID

I understand that aid on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I fail to complete any course, I understand that my financial aid eligibility may be reduced or all of the financial aid previously awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped, withdrew or failed to attend class, I agree to repay all revoked aid that was previously disbursed to my account and resulted in a credit balance that was refunded to me.

I understand that financial aid I receive will be used to pay tuition and fee charges assessed to my account at Brandman University in accordance with the terms of the aid.

Federal Aid: I understand that any Federal Title IV financial aid that I receive will first be applied to any outstanding balance on my account for tuition and fees for the academic year which it was awarded for. Title IV financial aid includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loans, PLUS Loan, and TEACH Grant. I understand that Brandman University will apply my Title IV aid to allowable charges assessed to my student account for prior academic year charges up to a maximum of \$200.

Awards, Scholarships, Grants: I understand that all institutional awards, scholarships and grants awarded to me by Brandman University will be credited to my student account and

applied toward any outstanding tuition balance. I further understand that my receipt of an award, scholarship or grant is considered a financial resource according to Federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid which, if already disbursed to my student account, may be rescinded and returned to the aid source.

METHOD OF BILLING

I understand that Brandman University uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the due date as outlined in the university catalog. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at my student Self Service account portal.

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 financial obligations assessed as a result of my registration at Brandman University.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee as listed in the [University Catalog Tuition and Fee section](#). I understand that multiple returned payments may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Brandman University.

WITHDRAWAL AND DROPS

I understand and agree that the date of withdrawal for purposes of tuition and/or refundable fees refunds shall be the date on which the class was officially dropped through student Self Service portal or at the campus. Failure to attend class or merely giving notice to an instructor will not be regarded as official notice of add/drop or withdrawal. Dropping below full-time or part-time status may affect any financial aid that has been previously awarded and/or disbursed. Students who receive federal financial aid are subject to a pro-rated return of federal funds and will be required to return funds to the University that were previously disbursed based on a higher unit load. Completely withdrawing from the University or dropping classes after the published tuition and/or refundable fees refund deadline does not absolve students' financial obligations to the University. Any credits resulting from drops will be applied to the current balance, if applicable.

EDUCATION PLAN AND REGISTRATION

I understand and agree that I am solely responsible for making sure courses listed on my Education Plan match my program requirements as listed in my DegreeWorks program audit and the [Academic Catalog](#). I understand and agree that I will register for classes only after my Advisor and I have reviewed and discussed the plan to make sure choices satisfy program requirements. I further understand and agree that changing my education plan may alter my

financial aid award and degree-completion deadline. If I must deviate from my agreed-upon plan, I will notify my Advisor and One Stop staff.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that Brandman University is bound by the [Family Educational Rights and Privacy Act \(FERPA\)](#) which prohibits Brandman University from releasing any information from my education record without my written permission. Therefore, I understand that if I want Brandman University to share information from my education record with someone else, I must provide written permission. I further understand that I may revoke my permission at any time.

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Brandman University 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 Brandman University, I agree to pay any and all IRS penalties, interest charges, and other charges assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Brandman University. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent via written request.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Brandman University, 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.

This agreement applies throughout my studies at Brandman University and until all past due charges are paid in full.

Failure to complete and submit the Tuition and Fee Financial Responsibility Agreement will result in a hold being placed on the student's account and the student blocked from registering for classes.

Updated 11/05/19