



# SPRING HILL COLLEGE

## Enrollment Agreement

To comply with federal regulations, this Spring Hill College Enrollment Agreement and Options Form must be signed and returned to the Student Financial Services Office for all students attending Spring Hill College by August 1<sup>st</sup> prior to the first semester of attendance. Authorizations and acknowledgments as outlined herein are required from each student before Spring Hill College may carry out certain financial activities and will remain in full force and effect for any and all enrollment periods for which a student is/was enrolled at Spring Hill College after the date of execution hereof. Please read each section carefully, sign and return no later than **August 1<sup>st</sup>** prior to your first semester of attendance.

### I. ACKNOWLEDGEMENT OF TUITION & FEE POLICIES

I (we) the undersigner(s) understand the Spring Hill College tuition and fee structure as published in the *Spring Hill College Bulletin of Information Expense Section* and agree to pay all charges due the College when they are due.

### II. ACKNOWLEDGMENT OF WITHDRAWAL REFUND & REPAYMENT POLICIES

The following is the current Federal & Institutional Withdrawal Refund & Repayment Policies, which were implemented on October 7, 2000.

I (we) the undersigner(s) understand that Spring Hill College's Withdrawal Policy states that a student's official withdrawal date will be determined by the College as (1) the date all required forms have been submitted to the Office of the Registrar, (2) the official withdrawal date for an enrollment period as determined by the College; or (3) the student's last date of attendance at an academically-related activity as documented by the College. I (we) the undersigner(s) also understand that withdrawal refunds will be calculated in accordance with federal regulations, regardless of the reason for withdrawal. Refunds (*defined as unearned amounts of institutional charges that must be returned to Student Financial Aid (SFA) programs, other sources of aid, and the student, if any remains*) and repayments (*defined as unearned disbursement amounts made to a student that must be repaid*) will be calculated as outlined below. Examples of refund and repayment calculations are available for review when requested from the Office of Student Financial Services.

#### A. Return of Title IV Federal Financial Aid

When a student withdraws from all classes, Spring Hill College determines if a refund is due and if the student is a Title IV recipient. The amount of earned and unearned federal financial aid funds that the student has received or is eligible to receive is determined in accordance with federal regulations. If the student has completed 60% or more of the term, no refund is due. The new law assumes that a student "earns" approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal.

Number of days student completed in the semester

Number of days in the semester

= Percentage Earned

#### B. Spring Hill College's Withdrawal Policy

Any student who withdraws from all classes prior to completion of 60% of the term, will have their tuition, comprehensive fee, room and/or board charges reduced in accordance with the appropriate percentage calculated using the Return of Title IV Funds formula. (i.e. If the student has completed 37% of the term, then their tuition, comprehensive fee, room and/or board charges will be reduced by 63%.) The balance of any refund (due to the reduction of charges in accordance with Spring Hill College's Refund Policy) – after returning the required amount of the appropriate federal fund(s) – would then be applied to the appropriate institutional aid fund. Should additional funds remain, they will be refunded to the student.

If a student receives (or the College receives on the student's behalf), more federal assistance than he/she has earned, the unearned funds must be returned to the appropriate Federal Stafford or Parent Federal PLUS loan lender and/or Perkins and/or federal grant fund. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the College shares with the student the responsibility of returning those funds. Any grant funds that the student is required to return to federal programs are considered an overpayment. If the student is required to repay or to make payment arrangements, and he/she fails to do so within ten (10) days after notification by the College, the student may lose his/her eligibility to receive future federal financial aid.

### III. ACKNOWLEDGMENT OF STUDENT BILLING, ACCOUNT BALANCE & CARRYING CHARGE POLICIES

I (we) the undersigner(s) understand that account balances not paid in full by the due date set forth by the College can be assessed a \$100 per semester carrying charge. If the student leaves the College owing a balance, the College can assess a 1.5% per month carrying charge (18% per annum) to the outstanding balance owed. Should the account become delinquent and the College deems it necessary to place the student's account for collection with a third party, I (we) the undersigner(s) agree to pay a collection fee up to 33%, plus any court cost and reasonable attorney fees. No official transcripts or diploma will be released until the balance owed is paid in full.

I (we) do hereby waive as to any indebtedness incurred under this agreement, our right of exemptions under the U.S. Constitution and any applicable exemptions laws of any state.

I (we) the undersigner(s) (student/parent) do hereby acknowledge and agree to the terms set forth above and understand that we are personally guaranteeing the financial obligations indicated above.

### SIGNATURE REQUIRED

ID# or SSN

Print Student Name

Signature

Date

Print Guarantor/Parent Name

Signature

Date



# SPRING HILL COLLEGE

## Options Form

### I. AUTHORIZATION TO APPLY EXCESS FEDERAL STUDENT FINANCIAL AID (SFA) FUNDS TO OTHER CHARGES

As defined by federal law, allowable charges include *tuition, fees, room and board*. In order for the College to apply federal Student Financial Aid (SFA) funds to other charges incurred by the student (i.e. books), the College must receive authorization from the undersigner(s).

I (we) the undersigner(s) authorize Spring Hill College to apply excess federal SFA funds (if any) to all charges incurred by the student. I (we) the undersigner(s) understand that this authorization may be rescinded in writing at any time.

### II. AUTHORIZATION TO HOLD EXCESS FEDERAL SFA FUNDS OR OTHER FUNDS - Check One Box:

As required by federal law, the College must receive authorization from the undersigner(s) to leave excess federal SFA funds on a student account for future use within the current academic year.

I (we) the undersigner(s) authorize Spring Hill College to **HOLD** excess federal SFA funds (if any) or any funds causing a credit balance on my or my son/daughter/ward's student account to be used for the Financial Aid Book Allowance Program (up to \$1,000) and future charges incurred within the current academic year. I (we) the undersigner(s) understand that this authorization may be rescinded in writing at any time.

I (we) the undersigner(s) request the College to **REFUND** excess federal SFA funds (those amounts, if any, which exceed institutional charges) to me or my son/daughter/ward within 14 calendar days (or as otherwise required by federal guidelines) of whichever is the later of: the date the balance occurs or the first day of classes of the enrollment period. Any charges posted to my student account after a refund has been issued will remain my obligation. (*NOTE: Credit balances resulting from a PLUS loan will be refunded to the parent borrower unless the parent authorizes the student to receive; credit balances resulting from Federal Stafford Loans or other SFA program funds will be refunded to the student*).

**I (we), the undersigner(s) do hereby acknowledge and agree to the set forth conditions above. The options above may be changed at any time by submitting a new options form to Student Financial Services Office.**

### SIGNATURE REQUIRED

_____	_____	_____	_____
ID# or SSN	Print Student Name	Signature	Date
_____	_____	_____	_____
Print Guarantor/Parent Name		Signature	Date