



# 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 1st 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 1st** 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. I understand Spring Hill College uses electronic billing (e-bill) as its official billing method, and I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand failure to review my e-bill does not constitute a valid reason for paying my bill after the due date. E-bill information is available on Badgerweb.

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

The following constitute 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 in the *Spring Hill College Bulletin of Information under the General Financial Policy Section*. Examples of refund and repayment calculations are available for review when requested from the Office of Student Financial Services.

### **III. ACKNOWLEDGMENT OF CONDITIONS RELATED TO TUITION-FREE PROGRAMS**

To the extent the student who is the subject of this Enrollment Agreement qualifies for a tuition discount or tuition-free graduate degree under Spring Hill College's Value-Add Initiative or any other initiative, these offers will not apply and will be null and void if the program is no longer being offered, has been or is in the process of being discontinued, or if the program or Spring Hill College announce an intent to cease operating or cease operations.

### **IV. ACKNOWLEDGMENT OF COMMUNICATION POLICY**

Method of Communication:

I (we) understand and agree Spring Hill College uses my official shc.edu email account as an official method of communication with me and that, therefore, I am responsible for reading the emails I receive from Spring Hill College on a timely basis.

Contact:

I (we) authorize Spring Hill College and its agents and contractors to contact me at my current and any future cellphone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Spring Hill College, or to receive general information from Spring Hill College. I authorize Spring Hill College and its agents and contractors to use automated telephone dialing equipment, artificial or prerecorded voice or text messages, and personal calls and emails in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call or text my cellphone using automated telephone dialing equipment by submitting a clear revocation request to the Student Financial Services Office or to the applicable contractor or agent contacting me on behalf of Spring Hill College.

I understand and agree that I am responsible for keeping Spring Hill College records up to date with my current mailing addresses, email addresses, and phone numbers by following the procedure set forth by the Office of the Registrar. Upon leaving Spring Hill College for any reason, it is my responsibility to provide Spring Hill College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Spring Hill College.

### **V. 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 30%, plus any court cost and reasonable attorney fees. No diploma will be released until the balance owed is paid in full.

I (we) understand and agree if I (we) fail to pay my student account bill or any monies due and owing Spring Hill College by the scheduled due date, Spring Hill College will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma.

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) understand and agree 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 Spring Hill College.

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.

**VI. SEVERABILITY**

I (we) the undersigner(s) understand that if any provision, term, or clause of this Agreement is declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the Parties."

**SIGNATURE REQUIRED**

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

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ID# or SSN                      Print Student Name                      Signature                      Date

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Print Guarantor/Parent Name                      Signature                      Date