

## Connors State College Office of the Bursar Contract of Student Financial Responsibility

C-Key email is the official means of communication for Connors State College. As a student I am responsible for regularly checking and adequately maintaining my C-Key email account. It is my responsibility to keep this account current and active.

- I understand that enrollment at Connors State College constitutes a contractual financial obligation to pay all charges incurred on my behalf. **I understand my financial obligations are due by the first day of each semester and if not paid and/or payment plan is not secured by this date, I will be subject to collection immediately..**
- I understand it is my responsibility to know my Bursar account balance. I may access my account online at [www.connorsstate.edu](http://www.connorsstate.edu) via the SIS link at any time. I agree that knowledge of transactions and balance of my account is my responsibility. I understand I may incur fines that may not be posted until after the semester. It is my responsibility to verify that my Bursar account is indeed at a zero balance.
- I understand my account information can only be accessed by me unless I set up guest access for designated people. It is my responsibility to notify my parents/legal guardian of my account balance if I choose to have them pay my balance. I understand my account information is protected by the Family Educational Rights and Privacy Act (FERPA) and any disclosure of information must be authorized by me.
- I understand that in the event I have a return check on my account I will be charged a \$25 return check fee. I understand that I am responsible for all dishonored payments which have been presented on my behalf and if these charges are not cleared my ability to pay via check will be suspended.
- I understand financial aid funds automatically pay all charges incurred on my bursar account unless I restrict my Title IV funds to only pay tuition/fees, housing/meals, and books by submitting such in writing. If my federal or institutional financial aid is either not received by Connors State College or I lose my eligibility to retain financial aid for the semester, I acknowledge and understand that I assume responsibility for paying all student obligations. I also understand that once all my financial aid is applied to my bursar account, I am responsible to pay any new charges I incur prior through end of the semester.
- I understand that if I enroll prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand that if I am participating in the Payment Option Plan (POP) and my payments are not current, my enrollment is subject to cancellation.
- If I am not participating in the Payment Option Plan (POP), I understand failure to make a payment by the due date will result in my account being assessed a finance charge of 1.5% or an annual percentage rate of 19.56% when computed from the billing date. I understand in having a past due balance my account will be placed on hold.
- It is my responsibility to know the withdrawal policy including deadlines. It is also my responsibility to drop or withdraw myself from my classes. My failure to drop or withdraw in a timely manner does not relieve me from my financial responsibility to the College for tuition and fees. **Non- attendance DOES NOT** relieve me from financial responsibility.
- I understand it is my responsibility to update my contact info. I understand, agree and give express consent to being contacted on behalf of the college via any of the phone numbers I have provided to the College regarding conversation pertaining to my Bursar account.
- I agree to allow the bookstore to charge my purchases to my bursar account. I understand and agree that all funds received on my behalf will be applied to my bursar account to pay all charges I have incurred including all charges authorized by me in the bookstore before any overpayments are issued.
- I understand that if I have a student Direct Subsidized/ Unsubsidized Loan, I am responsible for completing the required exit counseling upon leaving the College.
- I understand that if I have an outstanding balance with the College, holds are placed on my account and I will not be able to enroll in future semesters until my balance is under the \$400 limit to re-enroll.
- I understand that failure to make regularly scheduled monthly payments via POP will result in a late payment fee posted to my account and/or my meal plan privileges being suspended and eviction from campus housing.
- I understand if I leave Connors State College with an unpaid balance and do not make satisfactory payment arrangements, my account will be placed with an external collection agency. I further understand I will reimburse the College the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, the College incurs in such collection efforts. This will be assessed to my bursar account and included in the balance due. This will result in endangering my credit rating on a local and /or national level by being reported to all three credit bureau's (Equifax, TransUnion, and Experian). The College will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt and this could be done yearly until the outstanding debt is paid in full.