



Financial Responsibility Agreement

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Coconino Community College or receive any service from Coconino Community College, 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 promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Coconino Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

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 all or a portion of tuition and fees the published tuition refund schedule at <https://www.coconino.edu/registration-calendar>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. It is my responsibility to drop a class if I decide not to attend. 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

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Coconino Community College by the scheduled due date, Coconino Community College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Coconino Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Coconino Community College may refer my delinquent account to a collection agency. I further understand that if Coconino Community College refers my student account balance to a third party for collection, a collection fee will be assessed and will be due 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.

COMMUNICATION

Method of Communication: I understand and agree that Coconino Community College uses e-mail as an official method of communication with me and that therefore I am responsible for reading the e-mails I receive from Coconino Community College on a timely basis.

Contact: I authorize Coconino Community College 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)/loan(s), any other debt I owe to Coconino Community College, or to receive general information from Coconino Community College. I authorize Coconino Community College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded 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 my cellular telephone using automated telephone dialing equipment by submitting my request in writing to Enrollment Services at Coconino Community College or in writing to the applicable contractor or agent contacting me on behalf of Coconino Community College.

Updating Contact Information: I understand and agree that I am responsible for keeping Coconino Community College records up to date with my current physical addresses, email addresses, and phone numbers by logging into my student account on the myCCCportal at the Coconino Community College website, <https://www.coconino.edu/>. The linked procedure is incorporated herein by reference. Upon leaving Coconino Community College for any reason, it is my responsibility to provide Coconino Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Coconino Community College.

FINANCIAL AID

I understand that aid listed 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 drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

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

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work-Study wages, will first be applied to any outstanding balance on my account for tuition and fees. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, and PLUS Loan programs.

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships and grants awarded to me by Coconino Community College will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, 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 (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

METHOD OF BILLING

I acknowledge that I may not receive a paper bill statement from Coconino Community College and it is my responsibility to check my online student account for tuition and fee balances. I understand that Coconino Community College may use 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 scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time.

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 Coconino Community College.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If the bank returns a payment made to my student account for any reason, I agree to repay the original amount of the payment plus a returned payment fee. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Coconino Community College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Coconino Community College.

DROPPING/WITHDRAWAL

I understand that I am responsible for dropping courses I do not plan to attend. I am responsible for all tuition and fees for courses I have registered for. Courses I have registered for but do not attend must be dropped during the 100% refund period or tuition and fees will be assessed.

If I decide to completely withdraw from Coconino Community College, I will follow the instructions at <https://www.coconino.edu/details/withdrawal-information> which I understand and agree are incorporated herein by reference.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that Coconino Community College is bound by the [Family Educational Rights and Privacy Act \(FERPA\)](#) which prohibits Coconino Community College from releasing any information from my education record without my written permission. Therefore, I understand that if I want Coconino Community College to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <https://www.coconino.edu/ferpa/ferpa-forms>. I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS FORM 1098-T

Coconino Community College is required by the IRS to request the social security number of all students enrolled for any academic period and for whom the Institution bills or receives payment of qualified tuition and related expenses during the calendar year. It is my choice whether to provide my social security number or taxpayer identification number (TIN) to Coconino Community College upon request as per the Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Coconino Community College, I agree to pay 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 from Coconino Community College. 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 and request a paper copy by following the instructions at https://www.coconino.edu/resources/files/pdfs/business-and-admin/cashier/Form1098TFAQdocument2018_1.pdf.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Coconino Community College are a necessity, and I am contractually obligated under the “doctrine of necessities.”

ENTIRE AGREEMENT

I have read, understand and agree with this Financial Responsibility Agreement. This agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and Coconino Community College, constitutes the entire agreement

between the parties concerning the matters described, and shall not be modified or affected by any course of dealing or course of performance. Coconino Community College may modify this agreement if I sign the modification. Any modification is specifically limited to those policies and/or terms addressed in the modification.

If there is a dispute or problem with this agreement, then Coconino Community College will follow the law of the state of Arizona, without reference to any conflicts of law principles.

4/22/19