



STATEMENT OF FINANCIAL RESPONSIBILITY

The following agreement must be accepted before registration for classes will be permitted and before transcripts may be released.

UNIVERSITY REGULATIONS AND POLICIES

All students are responsible for reviewing, understanding, and abiding by the University's policies, procedures, requirements, and deadlines. These regulations and policies include, but are not limited to, [University Policies](#), [Catalog Announcements](#), [Student Handbook](#), and [Academic Calendars](#).

PAYMENT OF TUITION, FEES, CHARGES, AND EXPENSES

All tuition, fees, charges, and expenses are the student's responsibility to pay. Payment must be made by the payment deadline posted on the [Enrollment Services website](#).

FINANCIAL HOLD

If complete payment of the balance due is not received by the due date specified on the [Enrollment Services website](#), a financial hold may be placed on the student's record. Students with financial holds will not be allowed to register in subsequent semesters add additional classes, or swap sections of existing classes for the current semester, nor will official transcripts or diplomas be released by the University.

PAYMENT PLANS

Students may enroll in a monthly payment plan option offered by the University. Students enrolled in this payment plan must pay a sign-up fee each semester and enroll in automated monthly withdrawals. Full payment of the amount billed by the payment plan provider does not necessarily mean the student's account is paid in full. Students must review their account to ensure the budgeted payment plan payments are sufficient to cover their balances with the University.

Students are required to pay any outstanding balances above the budgeted payment plan amounts directly to the University by the payment due date.



TUITION REFUND INSURANCE

Tuition refund insurance is available for purchase prior to the first day of classes for any term. Information about the plan is available on the [Enrollment Services](#) website. Students who do not purchase tuition refund insurance and withdraw from classes after the end of the add/drop period are limited to the tuition refund amounts listed in the Refund of Student Charges policy.

ELECTRONIC BILLING

The University uses electronic billing as its official billing method and will not send paper bills to students or anyone else who make payments on students' behalf. Students are responsible for viewing and paying all student account charges by the posted due date. Electronic statements can be viewed by selecting the Cardinal Pay link in Cardinal Students.

BILLING ERRORS

Administrative, clerical, or technical billing errors, while rare, do not absolve students of their responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of registration at the University.

COMMUNICATION

The official University method of communication with current and former students is email sent to students' University addresses. Students are responsible for managing their email accounts so important information can be received. Failure to view the account statement online is not a valid reason for not paying a bill by the payment deadline.

In addition, I authorize the University and their respective agents or contracted vendors to contact me regarding my account balance at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.



UPDATING CURRENT CONTACT INFORMATION

Students are responsible for keeping University records up to date with their current physical addresses, email addresses, and phone numbers by updating this information in Cardinal Students. Upon leaving the University for any reason, it is the student's responsibility to provide updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.

LATE PAYMENT FEES AND INTEREST

Accounts will be subject to late fees and interest when payments are not received by scheduled payment deadlines. Late fees are charged to accounts once per semester and interest is charged once per month. Interest will continue to accrue as long as the balance is unpaid. Late payment fee and interest amounts are posted on the [Enrollment Services](#) website.

LATE REGISTRATION FEE

Any student whose initial registration occurs on or after the first day of classes will be assessed a late registration fee. Any student whose initial registration occurs after the final add/drop deadline will be assessed a late enrollment fee. Fee amounts are posted on the [Enrollment Services](#) website.

CLASS FEES

Some classes carry additional fees that are not covered by tuition such as materials fees, lab fees, malpractice insurance, etc. Prior to registration, students should verify with academic departments offering the classes whether or not they carry additional fees.

FINANCIAL AID

Financial aid (grants, scholarships, loans) that has been approved but has not yet paid to the student account is considered to be anticipated. Anticipated aid is deducted from the current term balance in the *Less Anticipated Aid* section of the account summary in Cardinal Pay. Any remaining balance is due from student.

In the event that financial aid is reduced or cancelled, or in the event that the student has not met the specified requirements for receiving such aid, the student remains responsible for the full balance of outstanding charges.



REFUNDS

Refunds may be processed for students with credit balances on their accounts. Tuition, fees, charges, or expenses that occur to accounts after refunds are processed may result in balances due to the University.

Some amounts due may not be paid with Title IV funds. Additionally, any credit balance from the current term created by Title IV funds may not be applied to past-due balances from prior terms. If a refund was triggered by the disbursement of Title IV funds, the student may still owe a balance to the University.

Students are required to pay any outstanding balances by the payment due date even if they received refunds.

THIRD PARTY SPONSORSHIP

If part or all of the student's educational expenses are paid by an embassy, agency, or company, the student may elect to have the organization billed through the University's Third Party Billing process. Written authorization from the student's sponsor is required. Upon receipt of a completed billing authorization, a credit will be posted to the student account for the amount authorized. The University will bill the sponsor directly. If the sponsor does not pay in a timely manner, the third party credit will be removed from the student's account and the student will be responsible for payment. Students are responsible for any charges not covered by third party sponsors.

Students who are reimbursed by an employer at the end of the term are not eligible for third party billing and are responsible for payment by the due date.

WITHDRAWAL

If the student does not wish to attend the University for a particular semester or if proper financial arrangements cannot be made, it is the student's responsibility to withdraw by dropping all courses via Cardinal Students before the end of the add/drop period. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid has no effect on enrollment and does not constitute an official withdrawal. Failing grades will be assigned to classes for which students are registered but do not attend per the [Change of Enrollment: Undergraduate and Graduate](#) policy. The student will be responsible for all tuition, fees, charges, and expenses resulting from enrollment in these classes.



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Withdrawal from the University after the end of the add/drop period may subject the student to tuition, fees, charges, and expenses liability in accordance with the [Refund of Student Charges policy](#). Students are encouraged to discuss the financial implications of their withdrawal with the Offices of Enrollment Services and Student Financial Assistance before making the decision to withdraw.

PAYMENT METHODS

Personal check: Personal checks, payable to The Catholic University of America, are accepted to pay for a student's tuition, fees, charges, and expenses. If a check is returned from the bank, the student may be required to pay with certified funds in the future and may be required to prepay anticipated tuition, fees, charges, and expenses before being allowed to enroll in courses.

E-check: Electronic check payment may be made for the amount due online at Cardinal Pay. There is no processing fee associated with electronic check payments. A student whose electronic check is returned from the bank unpaid may be required to pay with certified funds in the future and may be required to prepay anticipated tuition, fees, charges, and expenses before being allowed to enroll in courses.

American Express, MasterCard, Visa, and Discover: Credit card payments may only be made through Cardinal Pay. Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. **You will be charged a convenience fee if you pay with a credit card.**

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the 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 the University, I agree to pay all IRS fines assessed as a result of the missing SSN/TIN. I consent to receive the annual IRS FORM 1098-T electronically from the University. I understand I can withdraw this consent or request a paper copy. Consent to receive the form electronically will apply for every year the student receives an IRS Form 1098-T or until it is withdrawn by following the instructions on the Enrollment Services website at <https://enrollment-services.catholic.edu/students/tax-reporting/index.html>.

RETURNED PAYMENTS

Any payment not honored by the payer's bank will result in a returned payment fee.



DEBT COLLECTION

If a student fails to pay any tuition, fees, charges, or expenses or a student fails to make acceptable payment arrangements to bring their student account current, the University may refer the delinquent account to a collection agency or report the student to credit bureaus. The student is responsible for all collection charges associated with the collection of the debt, including but not limited to: collection agency fees, reasonable attorney's fees, court costs, and all other charges allowed by law. These costs may add over 33 1/3% to the balance due. Once an account has been referred to a collections agency, the additional collections fee cannot be removed from the account and the student must make all payment arrangements with the collections agency.

BANKRUPTCY

Tuition, fees, charges, and expenses may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the University after the bankruptcy.

PREPAYMENT

The University reserves the right to require a student to prepay for future semesters based on the student's payment history, if a student has an open bankruptcy claim, or if a student has previously had debt forgiven through any chapter of bankruptcy. If the University requires prepayment, all payments for tuition, fees, charges, and expenses must be made prior to registration of the semester for which the student is enrolling.



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I, the student, agree that I am fully responsible for any charges incurred as a result of registration for classes, enrollment for or cancellation of room and board agreements, other optional services I utilize (such as tutoring services, health care services, etc.) and fines or charges incurred as a result of missing required deadlines. I fully understand and agree to the terms and conditions above.

Student Catholic University ID Number

Student Name (Print)

Student Signature

Date

If a student is under age 18, a parent or guardian must also sign below:

I fully understand and agree to these terms and conditions. Furthermore, I agree that I am fully responsible for paying any charges incurred by my child as a result of registration for classes, enrollment for or cancellation of room and board agreements, other optional services that my child utilizes (such as tutoring services, health care services, etc.) and fines, charges and collections costs incurred as a result of missing deadlines.

Parent or Guardian Name (Print)

Parent or Guardian Signature

Date