



# ANDERSON<sup>®</sup>

## UNIVERSITY

### **Policies and Guidelines for Student Registration**

**As a student of Anderson University, I agree to the following Terms and Conditions as part of the Enrollment and Registration process. This includes all information regarding the Fee Schedule and content included in the current Academic Catalog as part of these Terms and Conditions, which may change periodically.**

#### **Financial Responsibility**

##### **Promise to Pay**

I understand and agree that if I fail to pay my student account balance by the scheduled due date, Anderson University will drop my schedule for non-payment. I understand if I have a balance on my account after the scheduled due date and my schedule is not dropped, the University will place a financial hold on my student account, preventing me from registering for future classes 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 to Anderson University by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, the University may refer my delinquent account to a collection agency. I further understand that I will be responsible for paying all collection agency fees which may be based on a percentage at a maximum of 27% of my delinquent account, including all costs and expenses deemed necessary for the collection of funds on my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

##### **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, room and board, fees and other financial obligations assessed as a result of my registration or attendance at Anderson University.

##### **IRS Form 1098-T/1042-S**

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Anderson University upon request as required by the Internal Revenue Service (IRS) regulations for

Form 1098-T or 1042-S reporting purposes. If I fail to provide my SSN or TIN to the University, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

## **Financial Aid**

I understand that aid described as "pending" 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.

I agree to allow the financial aid I receive to pay any and all charges assessed to my account at Anderson University such as tuition, fees, campus housing and meal plans, service fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

## **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, fees, room, and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TEACH Grant, Direct Loan, and PLUS Loan programs. I authorize Anderson University to apply my Title IV financial aid to other charges assessed to my student account such as bookstore charges, required fees, and any other education related charges.

## **Scholarships, and Grants**

I understand that all scholarships and grants awarded to me by Anderson University will be credited to my student account and applied toward any outstanding balance. I understand that **Institutional aid must be used to pay direct costs and it cannot be refunded to students.** I further understand that my receipt of a 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.

## **Student Account Responsibility**

In using the Workday Registration system, I understand that I am directly affecting my academic record and my student account. I agree to take full responsibility for the course registrations, course adds, drops, and withdrawals I enter and submit for processing through this system.

I am responsible for maintaining the confidentiality of my account and password and for

restricting access to my computer. I agree to accept responsibility for all activities that occur under my account or password. The University reserves the right to refuse service or terminate accounts at its sole discretion.

I understand that violations of computer and network policy will be considered on a case-by-case basis according to established policies; determinations may include denial of access privileges. In all instances, measures will be taken to protect the system; however, due-process rights of everyone involved will be observed in all cases. I understand that some uses of the network are governed by local, state, or federal laws.

I am aware that the University will process my personal data, or other data, which the University may obtain from me or other people subsequently for purposes connected with my studies, my health and safety, and other legitimate reasons such as collecting past due accounts. I understand that details regarding how the University may use and disclose my data and my FERPA rights are explained in the University catalog. I give my express consent to the processing of my personal data.

## **Communication**

### **E-Mail Communication**

Email is the official means of communication at Anderson University. I understand that I am expected to check my email regularly and am responsible for all information sent to me via my college email address. I recognize that certain communications may be time-sensitive, and I may be required to monitor my email on a more frequent basis than determined by instructional needs.

### **Phone Communication**

I authorize Anderson University 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), and any other debt I owe to the University. I authorize the University 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. 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 Anderson Central or to the applicable contractor or agent contacting me on behalf of Anderson University.

### **Updating Contact Information**

I understand and agree that I am responsible for keeping Anderson University records up to date with my current physical address and phone number. Upon leaving the University for any reason, it is my responsibility to provide any updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.

## **Entire Agreement**

This Agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and Anderson University, constitutes the entire Statement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This Agreement may be modified by the University at any time.

**PLEASE INDICATE YOUR AGREEMENT TO THE ABOVE POLICIES AND GUIDELINES. BY CHECKING THE BOX BELOW, YOU ARE ACKNOWLEDGING AND HEREBY CONSENTING TO BE BOUND BY THESE TERMS AND CONDITIONS.**