

## **OUTSTANDING FINANCIAL OBLIGATIONS**

### **Statement of Student Responsibility**

1. Students are obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with your specific courses or course of study.
2. Students must ensure timely completion of registration for proper billing and awarding of financial aid.
3. All payments are due by the published due dates for the registered semester. All unpaid balances may be assessed a late fee, be reviewed for Administrative withdrawal, refused registration for future semesters, denied access to residence halls and meal plans, refused grades, transcripts and/or diploma, and disallowed participation in commencement ceremonies.
4. Students are responsible for collecting and submitting all third party payments in a timely manner, including, but not limited to, military, scholarships and employee benefits to be credited to their account.
5. Students are responsible for completing all Financial Aid paperwork by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust financial aid for which it is responsible.
6. Students understand that charges greater than six months delinquent will be placed with a third party collection agency and will be liable for all additional fees and costs associated with the collection of the unpaid balance, including, but not limited to, collection agency fees, court costs and attorney fees. Collection costs will significantly increase the student's financial obligation.
7. Failure to attend classes does not constitute an official drop or withdrawal. Official paperwork must be completed and submitted to the appropriate office. Pro-rations will be subject to the University's current published refund schedule. The date used to determine the refund, if applicable, is the date completed paperwork is received at the University.
8. Students are responsible for maintaining all contact information, including, but not limited to, billing information. If a student has not received a statement by mid-August for fall and mid-December for spring, the student is responsible for accessing the statement through the online student portal or obtaining a statement from the Business Office. Address change forms are available in the Registrar's Office and online.
9. Full-time tuition allows students to register for 12 - 17 credits per semester. Please be aware that participation in additional programs (such as second majors, minors, or other programs) may incur additional tuition charges. All other students will be charged on a per credit basis in accordance with their course of study.
10. Students are obligated to read and understand the policies and procedures set out in the Graduate and Undergraduate Catalog and agree to abide by the same.
11. Students understand that these policies apply to the initial registration and all subsequent changes in registration throughout the semester.