

**University of Wisconsin – Green Bay
Terms and Conditions for Enrollment
Payment Agreement**

I. GENERAL ENROLLMENT REQUIREMENTS:

- A. Payment of Educational Expenses: In order to enroll as a student and register for classes at the University of Wisconsin-Green Bay (UWGB), I understand that I am responsible for payment in full of all educational expenses, including applicable tuition, fees, book charges, library fees, housing costs and associated fees, dining plan costs, and other charges incurred in connection with my registration and attendance at UWGB. Such payment must be received in full by the established due dates set by UWGB for each term. To see due dates, please visit the Term Deadline Calendar on the Bursar's Office website (www.uwgb.edu/bursar/term-deadline-calendar/). In order to complete my enrollment and registration at UWGB, I am required to enter into this agreement for the purpose of clarifying the UWGB requirements in regard to payment for UWGB educational services, online account services and other related terms and conditions which relate to my receipt of educational services from UWGB. I understand that if I am eligible for the payment plan option described below, UWGB shall have the right to automatically initiate the payment plan option in accordance with these terms and conditions.
- B. Campus Network Access: UWGB provides access to campus network resources, including the Internet, in order to support learning. Responsibility for learning about and complying with the UW System "Student Acceptable Use of Information Technology Resources Policy" Information Security. Students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames or passwords to anyone.
- C. Campus Email Account: UWGB will provide me with a campus email account. I understand that the official means of communicating via email for UWGB offices is my UWGB campus email account.
- D. Access to SIS Account: UWGB will provide me with access to an on-line Student Information System (SIS) account. Through my SIS account, I will be able to register for classes, access my grades and class schedule, view billing information and amounts owed to UWGB, the due dates for such amounts, and the status of any financial aid I may be entitled to receive. UWGB does not send paper invoices to currently enrolled students.
- E. Payment Plan: Although all eligible educational expenses are payable on the relevant Term Due Date indicated for such amounts in SIS, UWGB recognizes that students may not be able to make such payments in full on the relevant Term Due Dates for each term. Upon certain conditions being met, UWGB will extend financial credit to me in order to allow me to repay any credited amounts pursuant to a payment plan detailed below. Tuition, segregated fees, book charges, housing, dining plan, and certain other SIS costs are eligible for placement on the Payment Plan. For accounts not paid in full by the due date, a late fee of \$7.00 per credit will be assessed to the student account. In order to avoid a material breach of this agreement, all outstanding amounts due and owed must be paid by the due dates indicated on the student account. Failure to make all payments shall result in UWGB initiating collection action as described herein below.

I am being asked to sign this Agreement now so that, in the event that I am unable to pay the entire balance due by the Term Due Date for any fall or spring term, UWGB will place any eligible amounts on the Payment Plan.

The consequences of failure to pay amounts owed by the relevant due dates are outlined in the provisions below.

- F. Withdrawal and/or Dropped Classes Requirement: Should I choose not to remain enrolled in some classes, or at UWGB, I understand I have an obligation to complete the drop process for classes for which I have registered, including waitlisted classes, or I may be charged for them (may not be eligible for a complete reversal of the charges). The refund schedule and timeframes are available on the Refund and Drop Schedule page on the Bursar's Office website (www.uwgb.edu/bursar/refunds/refund-and-drop-schedule/). If dropping all classes for the term I will complete the withdrawal process as found on the UWGB Registrar's website (www.uwgb.edu/registrar/).

II. TERMS AND CONDITIONS OF AGREEMENT:

By checking the "I accept the Terms & Conditions" option below, I hereby acknowledge, agree and consent to the following terms and conditions as follows:

- A. Finance Charges and Amounts Owed: I agree to pay:

(i) The amount of any and all segregated fees, tuition, housing, dining plan, and any other charges related to UWGB's provision of services to me, assessed by UWGB and charged to my SIS account.

(ii) Late Fees at \$7.00 per credit (maximum \$84.00 per term) for all unpaid balances and finance charges at a rate of 12% per year (1.00% per month) or the highest rate permitted under Wisconsin Statute, whichever is **lesser** on any unpaid amounts from the due date of each such amount (as indicated in SIS), until such principal amount shall be paid in full or sent to collections.

(iii) Any other late charges and collection costs that may become due as provided in this agreement.

- B. Extension of Credit/Payment Plan: In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of UWGB, I hereby acknowledge and agree that UWGB, may initiate the Payment Plan which I will be responsible for fulfilling in regard to payment of certain eligible educational expenses by the Term Due Date for the applicable term, as detailed below:

(i) Payment Plans are only available for the fall and spring terms. Only costs incurred for tuition, segregated fees, housing, dining plans and other miscellaneous charges as determined by UWGB and on my SIS account for each term may be placed on the Payment Plan.

(ii) Consistent with ¶A.ii. above; a finance charge of 1.0% will be billed monthly based on the unpaid balance. The balance is computed by subtracting payments received from the previous balance and adding any charges made from the previous balance. Billing reminders are e-mailed to students at the official university e-mail address. Students have 30 days from the due date to make payment in full and avoid any finance charges. Any balances after the due date are considered an extension of credit and pursuant to the Payment Plan.

(iii) UWGB has the right to deny participation in any Payment Plan for any term without further notice to me.

- C. SIS & Published Fees: I agree to use my SIS account to obtain the most accurate and current information regarding any amounts owed and due dates, to check that account before each due date, and to read the on-line published fee information located at the Bursar's Office website (www.uwgb.edu/bursar) each term for additional date and payment information.
- D. Late Enrollment, Changes to Classes or Services, and Waitlisted Classes: I understand that all tuition, fees, housing and dining plan charges are due on the term due date, even if I have not received notification of charges due. In the event that I enroll in the term after the notifications have been sent out; or make adjustments to my class schedule, housing, or dining plan options; or add additional charges; or get automatically enrolled in waitlisted classes (emails are sent to notify you of enrollment in waitlisted classes); I will check my SIS account for the current balance due and the due date.
- E. Course Cancellation & Registration Hold: I understand that my failure to pay any amounts assessed by UWGB when due may result in my registration for courses being cancelled without further advance notice and that registration and enrollment for future terms may not be permitted unless my account balance is current.
- F. Restriction of Records: I understand and agree that UWGB will restrict the use of my records to prevent my registration and withhold my transcripts in the event I fail to comply with the payment obligations of this agreement.
- G. Financial Aid: I understand and agree that financial aid awarded to me will be credited to my student account and excess funds after all charges are paid will be refunded to me. Any delays in obtaining financial aid will not exempt me from making payments when due on my account. Changes in my credits used for determining aid eligibility may cause the eligibility to be re-calculated and aid to be deducted from my account. I may have to repay aid previously disbursed to me. I hereby understand, agree and consent to my student account being charged for any aid overpayment.
- H. Default: I understand and agree that if I fail to make any payment when due, UWGB may declare the entire balance of any amounts owed (including principal and finance charges) to be due and payable within 30 days after giving me notice of such default and demand for payment in full.
- I. Changes To Terms: UWGB has the right to unilaterally make changes affecting the terms of my account, including finance charges to be imposed, by having me sign an agreement (either electronically or hard copy) with the updated terms, prior to their effective date.
- J. Prepayment: I may pay the remaining balance on my account or more than the minimum payment at any time to avoid or reduce future finance charges.
- K. Term of Agreement: This agreement is effective as of the date agreed and will continue to be in effect until a new agreement is signed.
- L. Changes to Contact Information: I agree to inform the University of any change in my name, address, telephone number, or social security number in a timely manner.
- M. Waiver of Notices, etc: I hereby expressly and severally waive by myself as the debtor, demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law, and I further agree that this agreement is controlled by the holding of Board

of Regents of the University of Wisconsin System vs. Mussallem 94 Wis. 2d 657,289 N. W. 2d 8-01 (1980), and that UWGB may, without notice to myself as the debtor, and without affecting the liability of myself as the debtor, renew and/or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing.

- N. Release of Information: I am hereby being given notice and give my consent, as may be required by law, (i) to allow UWGB at its option, to report favorable and unfavorable credit information pertaining to myself (i.e. credit ratings, etc) to credit bureaus and other non-campus third parties and (ii) in the conduct of its credit granting and collection activities, to release my social security number to these non-campus third parties.
- O. Collection Costs & Late Fees: In the event I fail to timely comply with the payment obligations detailed in this agreement, I agree to pay all costs of collection incurred by UWGB including but not limited to collection agency fees, credit bureau fees, legal filing fees, service of process fees, publication fees, witness fees, reasonable attorney fees and recording fees and to pay any finance charges assessed by UWGB. I also understand that UWGB may certify my past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments, or other assets available to the Department in its collection efforts.
- P. Marital Property Act: If I am married, I agree that any credit obligations incurred in connection with the Agreement will be incurred in the interest of my marriage or family. Further, I understand that no provision of a marital property agreement, a unilateral statement under Wisconsin Statute §766.59, or a court decree under Wisconsin Statute §766.70 adversely affects the interest of UWGB as a creditor unless UWGB, prior to the time credit is granted, is furnished with a copy of the agreement, statement or decree or has actual knowledge of the adverse provision when the obligation to UWGB is incurred. I understand that if I wish to have a marital property agreement, unilateral statement or court decree considered in connection with the extension of credit under this Agreement, that I will submit a copy of it to the Bursar's Office.

In order to comply with the provisions of the Wisconsin Marital Property Act, I understand that it is necessary for me to provide the information requested so that notice of the extension of credit can be provided to my spouse in the event that I am married.

III. CONSENT TO AGREEMENT/SIGNATURE:

By checking "I accept the Terms & Conditions" below, I hereby confirm that I have read the terms and conditions, I am voluntarily entering into this "Terms and Conditions for Enrollment/Payment Agreement" and I agree to the terms and conditions stated herein above. I hereby consent to the use of this paper format and my signature to enter into this agreement with UWGB and understand the legal enforcement and consequences thereof. I also hereby confirm that I have read and understand the terms of this Agreement.

Term: _____ Student's Campus ID #: _____

I accept the Terms & Conditions of this Agreement

Date Accepted: _____ Student Signature: _____

Print Name: _____

I accept the Terms & Conditions of this Agreement

Date Accepted: _____ Guardian Signature: _____

Print Name: _____

Student Marital Status: WI Resident Single

Non WI Resident

WI Resident Married

WI Resident Legally Separated

Date of Decree (if legally separated) _____

Required of WI Residents if Married or Legally Separated

Spouse Name: _____

Spouse's address is same as student's

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____ Zip _____

Non Wisconsin Resident