



TEXAS A&M UNIVERSITY-TEXARKANA FINANCIAL RESPONSIBILITY AGREEMENT

At the time of registration for any semester or term, every student is required to accept the Texas A&M University-Texarkana Financial Responsibility Agreement, the terms of which follow below. **If the agreement is declined, registration will not be permitted.**

I hereby agree to pay the balance of my tuition and fees by one of the three options stated in this agreement. I acknowledge that I will not receive a paper bill statement from Texas A&M University-Texarkana and it is my responsibility to check my online student account via Touchnet Payment Gateway for tuition and fees statements and balances, as well as the deadlines, refund dates and fee information.

I understand that if I am not utilizing any of the payment options listed below, that I must pay my account in full by the deadline stated in the University academic calendar. Payment is due immediately for schedule changes made after the payment deadline.

PAYMENT OPTIONS

OPTION 1: FINANCIAL AID - I may choose to pay/and or use financial aid to pay my balance in FULL on or before the payment due date established by Texas A&M University-Texarkana.

- I understand that any changes in my class schedule may affect my charges.
- If I add a class or change classes, I will pay/and or use my available financial aid award to pay the FULL amount due for the changes made on or prior to the last day of late registration as stated in the academic calendar.

OPTION 2: INSTALLMENT PLAN – I may choose to pay my balance on the Installment Payment Option. Texas A&M University-Texarkana offers a Payment Plan in 4 installments for the Fall & Spring semesters, and 2 installments for the summer semester. By doing so I agree:

- To pay and/or use my financial aid award to cover the first installment of my balance by the payment deadline.
- I will pay the remaining installment payments on or before the due date specified for each installment.

- I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments.
- If I add a class, I must pay the minimum amount due and that payment must be made prior to the last day of late registration as stated in the academic calendar. The Installment Payment Plan will recalculate within 24 hours of the addition of the hours and an email will be sent to the University email address to notify the changes. I can also contact the Business Office to have them manually recalculate the amount due immediately after the addition in hours is completed.
- I also agree to pay the non-refundable payment plan fee of \$25.00 and that it will be due upon enrollment in the Installment plan.
- I understand that a \$25.00 late fee will be assessed for each installment payment that is late.
- I understand that I must enroll for this option online through Touchnet Payment Gateway via Web for Students and that the entire first payment must be made on or before the payment deadline or at the time of enrollment in the plan.
- I further acknowledge, that if I have paid **¼ (25 percent)** or more of all tuition and fees due for the Fall or Spring semesters, OR **½ (50 percent)** for the Summer semester, but **have not paid the balance due in full**, that I will automatically be placed on an installment plan and be charged the \$25 fee.

OPTION 3: EMERGENCY LOAN PROGRAM - I may choose to borrow from the Emergency Loan program for tuition & fees and room & board. Emergency loan funds at Texas A&M University-Texarkana were established to provide assistance to students who experience temporary financial difficulty in connection with educational or educational related expenses. This loan must be repaid with interest and/or service charge within a prescribed repayment period. It is not the intent of this program to supplement or replace any regular long-term aid or assistance offered by the Student Financial Aid Office. Emergency loans are available prior to the first week of class; Check the academic calendar for exact dates. Emergency loans will be applied to the first installment for the Fall and Spring Semesters and require enrollment in the 4 Payment Installment Payment Option. Tuition and fee loans for the Summer semester, if approved, will apply to the full amount of tuition and fees.

CANCELLATION OF CLASSES

I understand that failure to pay by one of the options listed in this agreement by the deadline set by the university may result in the cancellation of my classes.

ACE EMAIL

I understand that the University email/ACE Mail is the official method of communication by Texas A&M University-Texarkana. It is the student's responsibility to check and responsibly manage their email account so that important information can be received. As billing statements

are available online, your failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner.

COLLECTION AGENCIES

I understand that my acceptance of this Financial Responsibility Agreement, hereby authorizes Texas A&M University-Texarkana and/or its authorized collection agencies to contact me regarding my loan request or my loan(s), including repayment of my loan(s), 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.

FINANCIAL AID

I understand that should I receive any financial aid (scholarships, federal loans, grants or stipends) prior to the payment due date of the Installment Plan or Short Term Loan, that it will be applied toward any balance owed for the semester and if the applied financial aid is greater than the balance a refund will be issued for the difference.

FAILURE TO MEET TERMS OF AGREEMENT

I also understand that failure to meet the terms of this agreement may entitle Texas A&M University-Texarkana to (1) refuse subsequent registration for any classes and/or drop current classes and (2) withhold grades, diplomas, or transcripts from being released until the unpaid balance and other collection costs are paid in full.

RETURNED CHECK

I understand that if a check is returned unpaid, for any reason, by my banking institution, including electronic checks, I will be charged a \$25.00 returned check fee. I also understand if I have three checks written to the University that have been returned unpaid, the University will no longer accept checks from me as a form of payment.

WITHDRAWING FROM THE UNIVERSITY

I understand that withdrawal refunds are determined by the total charges for the number of enrolled semester credit hours at the time of withdrawal. Withdrawal percentages are applied to the total amount of tuition and fees due for the semester as prescribed by state law, *not* the amount paid. I understand that it is my responsibility to formally notify the Texas A&M University-Texarkana Registrar's Office and to follow proper procedures when withdrawing from the University.

DELINQUENT ACCOUNTS

I understand that if my account becomes delinquent, I will be responsible to pay the University past due/service charges as a result of such delinquent account. I understand that if my account becomes delinquent, I will be placed on State Warrant Hold, which will prohibit the Texas Comptroller of Public Accounts' office from issuing any payments

owed to me. I further understand that if the University retains a collection agency and/or attorneys to collect amounts owed to Texas A&M University - Texarkana, a collection fee will be assessed which may be based on a percent of the delinquent account balance (to a maximum of 30% of the delinquent account balance), and I will also be liable for all reasonable attorney's fees and costs and expenses incurred by the University in its collection efforts. I further understand that if I am placed with a collection agency, that agency may report my delinquent balance to any of the major credit bureaus. I authorize the University and any of its agents to contact me regarding any past due balances at the phone number, mailing address, and e-mail address I have provided during my admission.

A student who fails to make full payment of tuition and fees, including incidental fees, by the due date may be prohibited from registering for classes until payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

By my submission, I certify that I have read, understand, and agree to the terms and condition of the Financial Responsibility Agreement.

Student Signature

Date