

Arlington Baptist University Student Financial Agreement acknowledges that you understand and agree to the financial responsibilities for enrolling in classes at Arlington Baptist University. Students are required to complete this agreement every semester prior to the first day of classes. Failure or refusal to sign this form does not absolve you of all or any of the responsibilities listed below and can result in delay of starting classes or attending ABU.

If you have any questions, please contact [kmarvin@abu.edu](mailto:kmarvin@abu.edu).

## **Promise to Pay**

I understand that when I register for any class at Arlington Baptist University, I accept full responsibility for the following:

All tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services by paying with a combination of cash payments, any financial aid or scholarships for which I am eligible, and/or third party payments, and the balance not covered by other sources is fully my responsibility as is all steps required for receiving financial aid and/or scholarships in a timely manner.

My registration and acceptance of the Financial Responsibility Agreement constitutes a promissory note agreement.

I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. Students can access payment due dates via their student portal or the ABU website.

I understand and agree that if I drop or withdraw from some or all the classes for which I register, or I am officially dismissed from ABU, I will be responsible for paying all or a portion of tuition and fees in accordance with the published [tuition refund schedule](#) (see the ABU catalog). I have read the terms and conditions of the published reduction schedule and understand those terms are incorporated herein by reference.

I further understand that my failure to attend class or receive a bill does not absolve me of my monetary responsibility as described above.

## **Method of Billing**

I understand that Arlington Baptist University uses the student's ABU portal as its official billing method. Therefore, I am responsible for viewing and paying my student account by the scheduled due date. I further understand that failure to review my statement is not a valid reason for not paying my bill on time. Statement/payment plan information is

available by visiting the student's portal. I understand that I can receive printed statements at any time in writing by emailing [kmarvin@abu.edu](mailto:kmarvin@abu.edu).

## **Past Due Student Accounts/Collection**

### **Actions for Unpaid Accounts**

The following actions may result for any student who has not paid his or her account balance as due or has not made financial arrangements with the Student Billing Office and/or the Financial Aid Office:

1. One week after each payment due date, a \$25 late fee will be assessed to the student's account if payment is not received. Payments are due on a Friday and the following Friday the late fee will be assessed if payment has not been received. Monthly payment amounts and due dates are posted on the student's portal.
2. After 2 monthly payments are past due, the student's account will be considered delinquent and the student will be suspended from all athletic activity and will be suspended from Canvas until account is brought current (both payments are made),
3. After 3 monthly payments are past due, the student will be subject to dismissal from ABU and removed from their dorm residence (if applicable). The Financial Responsibility Committee will meet to determine the decision of delinquency and dismissal.

### **Collection Fees**

I understand and accept that if I fail to pay my student account bill or any monies due and owing Arlington Baptist University by the scheduled payment due date and fail to make acceptable payment arrangements to bring my account current, ABU may refer my delinquent account to a collection agency.

I understand that I will have 6 months from the time I withdraw from ABU, or officially withdrawn, or stop attending ABU to pay my balance in full before the account is sent to collections. I understand that I will work with the student billing office to set up a payment plan, and if I fail to keep the payment plan, ABU will send my account to collections.

I further understand that if ABU refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is

filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs.

I understand that my delinquent account including tuition, fees, books, fines, room, and meals may be reported to one or more of the national credit bureaus.

### **Dorm Refund Policy**

If a dorm student withdraws from ABU or decides to move out of the dorms during the semester, the dormitory Room & Board fee will be pro-rated effective to the official date of moving out of the dormitory up to the 60% mark of the semester, plus a \$500 termination fee charged to the student's account.

If a dorm student withdraws from ABU or decides to move out of the dorms after the 60% mark of the semester, the dormitory Room & Board fee will be fully earned and non-refundable.

If a dorm student is officially withdrawn or dismissed from ABU by the VP of Student Affairs and must immediately move out of the dorms, the dormitory Room & Board fee will be pro-rated effective to the official date of moving out of the dormitory up to the 60% mark of the semester. After the 60% mark of the semester, the dormitory Room & Board is fully earned and non-refundable.

The \$250 dorm maintenance fee is a non-refundable fee.

### **Third Party Payments/Scholarships**

I understand any third-party payments or scholarships posted on my ABU account will be applied towards applicable charges for the semester. In some instances, credit balances may occur from the posting of the third-party payment to my ABU account.

I understand that before a refund is issued to me, the Financial Aid and Scholarship Office will review the status of all aid to prevent any potential over-awarding.

I understand this agreement does not relieve me of any monetary responsibility to ABU. I am fully liable for making timely payments for all charges not covered by a third-party payment or scholarship. My student account may be subject to financial hold and late fees if payments are not made on time.

### **Employee Scholarship**

If I am receiving an ABU employee tuition scholarship awarded by Arlington Baptist University, I understand that I am responsible for paying all charges not covered by my scholarship. Payment is due by the due date stipulated on my monthly billing statement.

Failure to make payment may result in a hold placement and late fee assessment. For information regarding employee scholarships, please contact the Financial Aid office.

### **Method of Communication**

I understand and agree that Arlington Baptist University will use the student's school email as an official method of communication with me, and that therefore I am responsible for reading the emails I receive from Arlington Baptist University on a timely basis.

### **Contact**

I authorize Arlington Baptist University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) and other wireless device(s) regarding my delinquent student account/loans, and any other debt I owe to ABU, or to receive general information from ABU. I also understand it is my responsibility to keep this information current and update ABU of any changes to my contact information.

I authorize ABU and its agents and contractors 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 from the university to call my cellular phone using automated telephone dialing equipment by submitting my request in writing to ABU or in writing to the applicable contractor or agent contacting me on behalf of ABU.

### **Updating Contact Information**

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

This agreement shall be governed by Texas law without regard to its conflict of laws principles.

### **Privacy Rights & Responsibilities**

I understand that Arlington Baptist University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits Arlington Baptist University from releasing any information from my academic or financial record without my written permission. For more information, click [HERE](#).

## **IRS Form 1098-T**

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Arlington Baptist 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 Arlington Baptist University, I agree to pay all IRS fines assessed because of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from ECSI.

I understand that I can receive printed statements at any time in writing by emailing [kmarvin@abu.edu](mailto:kmarvin@abu.edu).