

# AUGSBURG COLLEGE

## STUDENT ACCOUNT DISCLOSURE FORM

**Students at Augsburg College are obligated to pay Term Fees when they register for each academic term.** “Term Fees” include tuition, room and board charges and other fees assessed in advance when students register for courses. These Fees are subject to refund only to the extent allowed under the Augsburg College Tuition Refund Policy. **Augsburg College requires parents or guardians of dependent students to co-sign on the students’ obligations, and** may require co-signers in other cases, such as when a student has a history of late payment or a failure to pay. Augsburg’s definition of a dependent student is the U.S. Department of Education’s definition of a dependent student. The terms of this agreement remain in effect for as long as a student is enrolled, whether continuously or periodically, regardless of enrollment level. Students and co-signers are responsible for payment of all costs incurred (including collection costs if applicable) even if this form has not been endorsed by the student and/or co-signer.

### How We Communicate With You

Augsburg will send a Statement of Account to each student prior to the start of each term and every month after that, by **email notification via the student’s Augsburg email account**, or the U.S. Postal Service, as long as the student has a balance or new activity on their account. Each Statement will itemize any new charges and credits (such as financial aid or payments) made to the account.

### Options to Pay for School

#### Financial Aid

Each student is responsible for all term fees and other charges regardless of whether financial aid is received or employers or other third parties pay as agreed. Augsburg’s Enrollment Center will assist students in completing the documentation required for financial aid or by employers and third parties, but students are ultimately responsible to ensure that all requirements of grantors, lenders, employers and other third party payers are met on a timely basis. *Each student is responsible for all term fees and other charges regardless of whether financial aid is received.*

#### Payment Plans

The following payment plans do not require the balance to be paid in full prior to the start of the term. They do, however, require the completion of necessary paperwork that must be turned in before the first day of class. These forms can be downloaded from our website at [www.augsburg.edu/enroll/accounts.html](http://www.augsburg.edu/enroll/accounts.html).

**Monthly Payment Plan:** Students may make arrangements to pay in monthly installments by contacting the Enrollment Center by the first day of the term.

**Employer Tuition Reimbursement:** This is for students whose employers will reimburse some or all of their tuition upon satisfactory completion of courses. Students in this program are billed a fee for every term in which they are enrolled. This fee cannot be refunded after the 100% drop date. The account must be paid in full 60 days after the end of the course. Accounts not paid in full by this date will be subject to finance charges and further collection efforts. *The student is responsible for full payment of tuition and fees if the employer does not reimburse for any reason including withdrawal from a course or failure to meet the employer’s tuition reimbursement requirements.*

**Third Party Billing:** This payment plan is for students whose educational costs are paid by a third party such as an education assistance program, vocational rehabilitation program or government agency. Students must submit the Third Party Payment Authorization to the Enrollment Center no later than the first day of each term. The funding agency will be invoiced after the last day to add classes for the term. Payment is due 60 days from the date of invoice. *The student is responsible for full payment of tuition and fees if the agency fails to pay for any reason.*

