

WORCESTER STATE UNIVERSITY

Registration Agreement and Conditions

By enrolling in classes at Worcester State University (“WSU”), a student agrees to pay the tuition and fees associated with that enrollment.

The following terms and conditions are financial requirements of each student’s education related to registration for a term at WSU. The payment of tuition and fees is the obligation of the student. By processing a course registration either online or on campus, students acknowledge they have read and agree to the following terms and conditions:

The Promise to Pay

I acknowledge that by registering for classes at WSU or receive any service from WSU, I agree to pay all tuition, fees and other associated costs assessed as a result from my initial registration, receipt of services and/or future drop/add activity. I understand and agree that my registration constitutes a promise to pay my financial obligation.

I understand that I am responsible to pay all assessed tuition, fees and other associated costs for all classes in which I am registered after the final day of the term drop/add period, which is published on WSU’s Academic Calendar. (<https://www.worcester.edu/catalogs-and-calendars/>)

I understand that if I am not planning to attend, it is my responsibility to drop or withdraw from some or all of the classes for which I have registered because WSU may not automatically cancel my registration. If I withdraw or drop classes, I will be responsible for paying all or a portion of the tuition, fees and costs in accordance with WSU’s Tuition Refund Policy. (<https://catalog.worcester.edu/undergraduate/financial-information/general-worcester-state-refund-policy/>)

I further understand my failure to attend class or receive a bill does not absolve me of my financial responsibility for the class.

Communication with WSU

I understand and agree that WSU uses email and my official @worchester.edu address as my official means of communication, and that I am responsible for reading the emails that WSU sends me on a timely basis.

I also understand and agree that WSU will notify me about my outstanding charges through the Webadvisor Portal or Elevate Portal, and that WSU may send additional notices by U.S. mail to my permanent address of record.

I understand that my failure to review my billing statement or notices from WSU does not constitute a valid reason for not paying my bill on time.

I understand and agree that I am responsible for keeping WSU records up to date with my current physical and permanent addresses, email addresses and phone numbers for accurate

contact information. Upon leaving WSU for any reason, I acknowledge that it is my responsibility to provide WSU with updated contact information for the purposes of continued communication regarding any amounts that remain due and owing to WSU.

I authorize WSU and its agents and contractors to contact me at my current and any future cellular phone number(s) and email address(es) regarding my student account(s) or any other debt I owe to WSU or to receive general information from WSU. These contacts may be made by automated telephone dialing systems, emails, text messages, or personal calls regarding my obligation to repay any debt I owe the WSU. I understand that I may withdraw my consent to the Registrar's Office or in writing to the applicable contractor or agent contacting me on behalf of WSU.

Unpaid Account Balances

I understand and agree that if I do not comply with WSU's payment policies, I may be subject to the Non-Payment Reinstatement Policy stated in the University Catalog (<https://catalog.worcester.edu/undergraduate/financial-information/undergraduate-state-supported-programs/undergraduate-state-supported-programs.pdf>).

I understand and agree if I fail to pay my account balance or any monies due and owed to WSU by the published scheduled due date, WSU will place a **financial hold** on my account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma. I understand and agree if I enroll prior to the financial hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current.

I understand and accept if I have an unpaid balance at WSU and do not make acceptable payment arrangements to bring my account current, WSU may place my account with an external collection agency. I further understand that if WSU must place my account with a collection agency or the Massachusetts Intercept Program, I will be responsible for all fees assessed to collect all unpaid debt under M.G.L. C.7A, C.62D and 815 CMR 9.00.

Financial Aid

I understand that I must attend classes to be eligible for federal financial aid. Once federal financial aid has been disbursed, if I drop classes or fail to attend classes, I acknowledge that my financial aid eligibility may decrease and that I may immediately owe part or all of my federal financial aid back. This is true even if the financial aid disbursement covered my tuition bill and I did not receive a credit balance refund.

I further understand if some or all on my aid is retracted because I dropped or failed to attend class, I agree to pay all charges the retracted aid previously paid as well as retracted aid for which I was previously eligible that disbursed to my account which resulted in a credit balance and refunded to me.

I understand once all my financial aid is applied to my account, I am responsible to pay any charges still outstanding and new charges by the due date.

I understand any federal Title IV financial aid received will apply to any outstanding balance on my account for tuition/fees, housing/meals and books.

Electronic Business Agreement

WSU uses electronic processes wherever possible to assure accuracy and to expedite business transactions. I understand and accept that WSU and its respective agents and contractors may:

- Use electronic signatures for agreements and transactions, including promissory notes and payment agreements.
- Send all notifications electronically. This includes invoices, due date reminders, action required notifications, account transaction information, direct deposit notices, and 1098T notifications. I may not receive paper bills or paper notifications.
- Use electronic invoicing (e-bill) as the official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time.

I hereby consent to receive my 1098T form electronically effective immediately. If I wish to opt out of receiving my 1098T electronically, or later wish to withdraw my consent, I must contact Worcester State University Office of Student Accounts to receive a paper copy of my 1098T. I acknowledge that instructions on how to access my 1098T are available on the WSU website.

Information Resources Security and Access Control Agreement

I understand that use of computer and network facilities owned or operated by WSU requires prior authorization, and that unauthorized access is prohibited. I agree to abide by the Worcester State University Network Acceptable Use policy.

<https://www.worcester.edu/WorkArea/DownloadAsset.aspx?id=7503>

Academic Policies and Procedures

Academic integrity is an essential component of a WSU education. I understand all Academic Policies and Procedures are outlined in the University Catalog (<https://catalog.worcester.edu/>) and agree to abide by all University policies.

Student Age

I understand and agree if I am younger than the applicable age of majority when I execute this Agreement the educational services provided by WSU are a necessity, and I am contractually obligated pursuant to the “doctrine of necessities.”

Entire Agreement

This Agreement supersedes all prior understandings, representations, negotiations and correspondence between me and WSU and it constitutes the entire agreement between us with

respect to the matters described. This Agreement and shall not be modified or affected by any course of dealing or course of performance. This Agreement may be modified by WSU if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Electronic Signature

I hereby acknowledge that I have read this Agreement and understand it. By clicking the I AGREE button, I consent to the electronic processing of this Agreement and understand I am consenting to be bound by it, thereby obligating me to pay all outstanding balances due Worcester State University. I understand and agree that my electronic submission of this document acts as my electronic signature and will have the same legal effect as a signature on paper.