



BRITISH AMERICAN UNIVERSITY

Florida, USA

Office of the Bursar
Finance and Administration Division

www.bau-edu.us

Form FRA2101

Student Financial Responsibility Agreement

This Financial Responsibility Agreement (FRA) acknowledges that you understand and agree to the financial responsibilities for enrolling in your program at British American University. All students are required to complete this Agreement “once” every academic session. If you have any question, please contact the office of the Bursar via bursar@bau-edu.co.uk.

1 Promise to Pay

I understand that when I register for any program at British American University or receive any service from the University, I accept full responsibility for the following:

- 1.1 That all tuition, fees and other associated costs assessed as a result of my Registration and/or receipt of services shall be paid either by cash or by 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 employee waivers in a timely manner,
- 1.2 That my registration and acceptance of this Financial Responsibility Agreement constitutes a promissory note Agreement,
- 1.3 I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published reduction schedule,
- 1.4 That I have read the terms and conditions of the published reduction schedule and understand those terms and conditions are incorporated herein by reference, and
- 1.5 That I further understand that my failure to attend classes or receive a bill does not absolve me of my financial responsibility as described above.

2 Method of Billing

- 2.1 I understand that British American University uses electronic billing (E-Statement) as its official billing method. Therefore, I am responsible for viewing and paying my student account E-Statement by the scheduled due date,
- 2.2 I further understand that failure to review my E-Statement is not a valid reason for not paying my bill on time, and
- 2.3 I understand that I can receive printed statements by withdrawing this consent at any time in writing by emailing bursar@bau-edu.co.uk

3. Past Due Student Accounts/Collection

3.1 Financial Hold

I understand and agree that if I fail to pay my student account bill or any monies due and owing BAU by the scheduled due date, BAU shall place a financial hold on my student account, which will prevent me from registering for future classes, requesting transcripts, or receiving my Degree Certificate.

3.2 Late Payment Charge

I understand and agree that if I fail to pay my student account bill or any monies due and owing BAU by the scheduled due date, BAU shall assess a late payment fee at the rate of 2% per month on the past due portion of my student account until my past due account is paid in full.

3.3 Collection Fees

- 3.3.1 I understand and accept that if I fail to pay my student account bill or any monies due and owing British American University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, BAU may refer my delinquent account to a collection agency,
- 3.3.2 I understand that if BAU 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,
- 3.3.3 I understand that the collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding,
- 3.3.4 I understand that for the purposes of the above provision, the third party may be a debt collection company or an attorney,
- 3.3.5 I understand that 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, and
- 3.3.6 I understand that my delinquent account including but not limited to tuition, fees, books, fines, room, and meals may be reported to the State Comptroller, and one or more of the national credit bureaus.

4. Third Party Sponsor Billing

If my Third Party Sponsor and I choose to participate in British American University Third Party Billing, I understand and agree to the following:

- 4.1 I understand that depending on my third party sponsor's billing requirements, BAU may report any federal, state and/or institutional grants, waivers, and scholarships for the semester to the third party sponsor which may or may not affect the balance paid by my third party sponsor,
- 4.2 I understand that BAU may report course enrollment information for the semester to the third party sponsor,
- 4.3 I understand that any third-party payments posted on MyBAU 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 MyBAU account,
- 4.4 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,
- 4.5 I understand that this Agreement does not relieve me from any financial responsibility to BAU, and
- 4.6 I understand that I am fully liable for making timely payments for all charges not covered by my third party sponsor. My student account may be subject to financial hold and late fees if payments are not made on time.

5. Employee Waiver

If I am receiving a University employee tuition waiver awarded by British American University, I understand that I am responsible for paying all charges not covered by my waiver. 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.

6. Communication

6.1 Method of Communication

I understand and agree that British American University will use e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from British American University on a timely basis.

6.2 Contact

- 6.2.1 I authorize British American 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 BAU, or to receive general information from BAU,
- 6.2.2 I understand it is my responsibility to keep this information current and update BAU of any changes to my contact information,
- 6.2.3 I hereby authorize BAU, 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, and

6.2.4 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 BAU or in writing to the applicable contractor or agent contacting me on behalf of BAU.

6.3 Updating Contact Information

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

6.3.2 I understand and agree that upon leaving BAU for any reason, it is my responsibility to provide BAU with my updated contact information for purposes of continued communication regarding any amounts that remain due or owing to BAU.

6.4 Privacy Rights & Responsibilities

I understand that British American University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits British American University from releasing any information from my education record without my written permission.

6.5 IRS Form 1098-T

6.5.1 I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to British American University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes,

6.5.2 I understand that if I fail to provide my SSN or TIN to British American University, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN,

6.5.3 I hereby consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from British American University,

6.5.4 I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided, and

6.5.5 I understand that I can receive printed statements by withdrawing this consent at any time in writing by emailing bursar@bau-edu.co.uk

This Student Financial Responsibility Agreement shall be governed by the State of Florida Law without regard to its conflict of laws principles.

.....
Student's Name and Sugnature Date

.....
Bursar/His Representative's Name Date
Sugnature and Stamp

NOTE: *In order to be binding, this Agreement must be signed by both the student and a University official. The Financial Responsibility Agreement may be extended or modified only with the written consent of both the student and the University.*

