

# Manhattan Christian College Payment and Initial Disclosure Agreement

The payment of all tuition and fees becomes an obligation upon registration at Manhattan Christian College (hereafter referred to as "the College"). The Federal Truth-in-Lending Act requires complete disclosure of the terms and conditions controlling payment of the student's obligations. In order to comply with those federal statutes and regulations, the College requests that the student carefully review the following disclosures, terms and conditions before signing this agreement. If the student has any questions, he/she should call the Student Accounts Office at (785) 539-3571.

This payment agreement will cover the student's financial obligations for the College for so long as the student continues to incur obligation to the College and/or has an outstanding balance on his/her account. If the student signs more than one payment agreement and disclosure statement, the agreement and statement which was last executed shall control the payment of the student's financial obligations to the College. This agreement and disclosure statement supersedes all tuition and housing agreements previously signed by the student. The College reserves the right to modify the terms and conditions of this payment agreement prior to registration for any semester by sending a written notice to the student at his/her last known billing address. The student is responsible for providing the Student Accounts Office with his/her billing address and phone number and shall inform the Student Accounts Office of any changes to his/her billing address or phone number.

Prior to the completion of registration, the student shall pay any prior obligations due on his/her account. An account that has a delinquent balance at the time the student schedules classes for the following semester prohibits the student from completing the registration process until the account is paid in full. A billing statement, emailed at least one month before the beginning of each semester, will itemize the student's payment obligations to the College, including but not limited to, the following: tuition, room, board, course fees, health fees, parking permit, etc. The statement will also itemize any credits or anticipated credits known at that time due to the student for the semester, such as expected grants, scholarships, loan aid, down payments made, etc. Any changes in the student's financial obligations caused by a change in schedule or in aid for the semester will be itemized in the monthly billing statement. The College reserves the right to terminate the student's privilege of paying on his/her account under the monthly payment plan. In the event of such a termination, the entire balance shall be immediately due and payable. The student's failure to pay the entire balance within 30 days shall result in the account being handled as a delinquent account as explained below.

Delinquent accounts occur when the payment terms on a student's account have not been met. When an account becomes past due, the billing statement will be marked past due. Within 30 days after this past due notice has been sent, the student shall make arrangements for payment with the Student Accounts Office. If a satisfactory plan is not made, the entire balance shall be immediately due and payable. The College has the right to take steps to collect the balance, including but not limited to the following: prohibiting the student from scheduling classes for the following semester, withholding course credits, academic transcripts, diplomas, and viewing grades until the balance is paid; turning over the student's account to a collection agency; and taking legal action to collect the balance due. In addition, students may be removed from current course enrollment. The student authorizes the College to release financial information about his/her account to those concerned with collecting the balance due. If the College incurs any expenses in collecting the student's account, the student shall pay all the College's cost of collection. This includes, but is not limited to, a collection agency fee and/or reasonable attorney's fees. In the event that appropriate tuition and fees are not paid and the college is forced to take formal collection procedures, the party or parties liable for such unpaid tuition will further be liable to the college for reasonable attorney's fees, plus all other reasonable expenses incurred by the college in collecting the delinquency, to the extent allowed by law.

## REGARDING FEDERAL STUDENT LOANS

Federal Direct Student Loans may be used to cover tuition and mandatory fees without student consent. By signing below, Manhattan Christian College may choose to use Federal Direct Student Loan proceeds to cover the cost of non-mandatory fees. These fees may include, but are not limited to: parking permits, parking tickets, dorm fines,

library fines, room charges and meal plans. Should a student choose NOT to have their Federal Direct Student Loan proceeds cover non-mandatory fees they may receive a Permission Exception form from the Financial Aid office. However, before the form will be released, the student must provide an alternative method of payment to cover the balance from non-mandatory fees.

## PAYMENT PLANS

The College offers the following options for fee payment.

### 1. STANDARD PAY PLAN

Under the Standard Pay Plan, the student shall pay all charges due on his/her account by the due date at the beginning of each semester. The student will incur no DEFAULT CHARGE if the student pays the entire balance in full when due. If full payment is not made by the dates specified, DEFAULT CHARGES will be imposed on the balance due and the account will be treated as delinquent

### 2. MONTHLY PAYMENTS

Payment of each semester's fees may be split into four (4) or five (5) payments throughout the semester along with a \$50 administrative fee due at the beginning of the payment plan. Students must fill out applicable paperwork for the four or five payment plan accordingly.

I understand that I am financially responsible for tuition and fees, and room and board if living on campus. The undersigned will not be held responsible for the balance of the semester charges and required/applicable fees if the college receives a written notice of withdrawal before the first day classes begin. I understand that if enrollment is canceled on or after classes begin, for whatever reason, the tuition, room and board for the semester is accelerated depending upon the below period of time the student has been enrolled. Fees are not refundable. Financial Aid will be adjusted and/or reduced according to Federal guidelines. The following refund policy will be in effect for each semester:

### Tuition/Room/Board

100% if withdrawal is on or before the first day of class  
90% if withdrawal is between 1% - 10% of semester completed  
75% if withdrawal is between 11% - 25% of semester completed  
50% if withdrawal is between 26% - 50% of semester completed  
25% if withdrawal is between 51% - 60% of semester completed  
0 if withdrawal is after 61% of semester completed

An administrative fee of \$100 will be deducted from any refund due to a complete withdrawal from the institution. All past due amounts, including, but not limited to, library, parking fines, damage charges, special course fees, etc., are subject to a 1.5% per month (18% annual) default charge. Students will not be issued official grade transcripts or be permitted to register for succeeding semesters until such time all fees have been paid in full. Diplomas will not be issued unless all fees have been satisfied and exit requirements (Direct Stafford and Perkins Loan recipients) have been met.

Manhattan Christian College is a non-profit institution of higher learning. As such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are not dischargeable in bankruptcy proceedings.

The College's duties and obligation under the Contract shall be suspended immediately without notice during all periods that the college is closed because of forced events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the College's control. If such an event occurs, the College's duties and obligations in this Contract will be postponed until such time as the college, in its sole discretion, may safely reopen. The undersigned's obligation under the terms of this contract will continue notwithstanding.

This Agreement creates a legal obligation to pay tuition and required/applicable fees. All parties who bear financial responsibility must sign below. Processing will be delayed without required signatures. I have read the above conditions and understand my financial responsibility to Manhattan Christian College.

This agreement shall remain in effect for the duration of the individual's enrollment at Manhattan Christian College.

Student Name \_\_\_\_\_

Student Soc Sec # \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<<This form is to be signed and returned to the Manhattan Christian College Student Accounts Office>>