



## FINANCIAL RESPONSIBILITY AGREEMENT

**A signed acceptance of this Financial Responsibility Agreement is a condition of enrollment at the Burrell College of Osteopathic Medicine (BCOM). The Agreement shall apply for a student's full course of study at BCOM.**

*Students will need to initial each statement below. Your initials indicate that you have read, understand and agree with the clause.*

— I have read and understand the terms and conditions of processing a student registration, the student policy handbook and the financial aid handbook, and agree that the terms of each is incorporated by reference into this agreement.

[Student Handbook](#)

[Financial Aid Handbook](#)

[Terms and Conditions](#)

— I agree that my registration and acceptance of these terms constitutes a promise to pay my financial obligation in which BCOM is providing me educational services, and I promise to pay all assessed tuition, fees and other associated costs by published due date. I further understand that it is my responsibility to monitor the due dates. I understand that I will owe BCOM tuition, student fees, and optional housing and/or meal plan fees as listed on my billing account for the academic year, and I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.

— I understand and agree that BCOM uses email as an official method of communication with me, and I am therefore responsible for regularly reading emails I receive from BCOM at my official BCOM student email address on a timely basis. I further understand that I am responsible for maintaining adequate email space available to ensure correspondence is received.

— I understand and agree that if I drop or withdraw from classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published [tuition refund schedule](#) at BCOM. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. If I decide to completely withdraw from BCOM, I will follow the instructions as per the student policy

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

— I understand that BCOM uses electronic billing (e-bill) as its official billing method and an email notification will be received when my billing statement is available to view online. I understand and agree that I am responsible for viewing and paying my billing account e-bill by the scheduled due date. BCOM will accept payment by the following mechanisms:

VISA, MasterCard, Discover

Debit Card

Check, E-Check

Cash

I further understand failure to review my billing statement does not constitute a valid reason for not paying my bill on time.

— I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at BCOM. I understand that I am also responsible to notify BCOM of any billing errors as soon as I become aware of any inaccuracy in my billing statement.

— I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with BCOM may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at BCOM and may ultimately result in dismissal.

— I understand and agree that if I fail to pay my billing account balance or any monies due and owed to BCOM by the scheduled due date, BCOM will place a financial hold on my billing account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma. I further understand and agree that 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 in accordance with published schedules. I also understand if I am participating in a payment plan and my payments are not current, my enrollment is also subject to cancellation.

— I understand and agree that failure to pay my billing account balance or any monies due and owed to BCOM prior to the due date, may result in additional charges.

— I understand that in the event I have a returned check on my account I will be charged a \$25 returned check fee. I understand I am responsible for all dishonored payments which have been

presented on my behalf. If I do not make the required payment, following the returned payment, I understand I may be disenrolled and lose access to all related services.

- I understand and accept that if I have an unpaid balance at BCOM and do not make acceptable payment arrangements to bring my account current, my account may be placed with an external collection agency and I will not be allowed to re-enroll in BCOM until my balance due is fully paid. I understand that all fees due to the collection agency must be separately paid. Legal proceedings may apply.

## **FINANCIAL AID TERMS AND CONDITIONS**

- I agree to allow financial aid I receive to pay any and all charges assessed to my account at BCOM such as tuition, fees, housing, meal plans, service fees, fines, or any other amount, in accordance with the terms of the aid.
- I understand that all prizes, awards, scholarships and grants awarded to me by BCOM or due to my admission and enrollment to BCOM will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is considered a financial resource according to federal regulations, and may therefore reduce my eligibility for other financial aid which, if already disbursed to my student account, must be reversed and returned to the aid source.
- I understand that aid described as “estimated” on my BCOM Financial Aid page does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.
- If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.
- I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I fail to make sufficient academic progress, I understand that my financial aid eligibility may decrease and some or all of the financial aid may be retracted. I further understand if some or all on my aid is retracted because I failed to make sufficient academic progress, I agree to pay all charges the retracted aid previously paid, as well as retracted aid for which I was previously eligible that was disbursed to my account, which resulted in a credit balance and refunded to me.

