



ROSALIND FRANKLIN
UNIVERSITY
of MEDICINE AND SCIENCE

Statement of Financial Responsibility

I, the student, agree that I am fully responsible for any charges incurred as a result of registration for classes, other optional services I utilize (such as University health insurance, University housing etc.) and fines or charges incurred as a result of missing required deadlines. I further state that I fully understand and agree to the terms and conditions below.

UNIVERSITY REGULATIONS AND POLICIES

All students and responsible for reviewing, understanding and abiding by the University's regulations, procedures, requirements and deadlines as described in all official University publications. These publications include, but are not limited to, University Policies, University Catalogs, Student Handbooks and the Academic Calendar.

PAYMENT OF FEES

All tuition, fees, charges and University expenses are due at the beginning of each academic term and are the student's responsibility to pay. Payments must be made by the payment deadline posted on the [Student Financial Services Calendar](#).

FINANCIAL HOLD

If complete balance of the balance due is not received by the due date specified on the [Student Financial Services Calendar](#) , a financial hold will be placed on the student's record. Students with delinquent accounts will not be allowed to register in subsequent quarters or change enrollment for the current quarter nor will official transcripts or diplomas be released by the University.

PAYMENT PLANS

Students may enroll in an optional monthly payment plan. Students enrolled in the payment plan will be emailed a payment plan statement of scheduled payment due dates by the Office of Student Financial Services. Students must review their RFU account statements to ensure the budgeted payment plan amounts are sufficient to cover their balances with the University.

Students are required to pay any outstanding balances above the budgeted payment plan amounts directly to the University by the payment plan due date.

If participating in the RFUMS monthly payment plan and payments are not current the plan will be closed and delinquent payments will be charged to the students account.

ELECTRONIC BILLING

Electronic billing is the official method for billing all current students with outstanding account balances. Current students are notified at their RFU email addresses when statements are available for viewing. Electronic statements can be viewed by clicking the link in [Student Self Serve - Student Finance](#).

EMAIL AND ONLINE STATEMENTS

The official University method of communication with current students is an email sent to the students' RFU addresses. Students are responsible for managing their email accounts so important information can be received. Failure to view the account statement online does not constitute a valid reason for not paying a bill by the payment deadline.

LATE PAYMENT FEES AND INTEREST

Accounts will be subject to late fees and interest when payments are not received by scheduled due date. Late fees are charged to account once per quarter and interest is assessed monthly. Interest will continue to accrue as long as the balance is unpaid. Late payment fee and interest amounts are posted on the [Office of Student Financial Services](#) Website.

SPECIFIC PROGRAM FEES

Some programs carry additional fees that are not covered by tuition such as material fees, lab fees, disability insurance, and professional membership. Prior to registration, students should verify with academic departments offering the classes whether or not they carry additional fees.

FINANCIAL AID

Financial aid (scholarships, awards, tuition waivers and loans) that has been approved but has not yet paid to the student account is considered to be pending. Pending aid is deducted from the current term balance in the *Pending Financial Aid Details* section of the monthly account statement. Any remaining balance will be billed to the student.

In the event that financial aid is reduced or cancelled, or in the event that the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.

REFUNDS

Refunds will be processed for students with credit balances on their accounts. Changes that occur to accounts after refunds are processed may result in balances due to the University.

Some charges cannot be paid with Title IV funds. Additionally, any credit balance from the current term created by Title IV funds cannot be applied to past due balances from prior terms. If a refund was triggered by the disbursement of Title IV funds the student may still owe a balance to the University.

Students are required to pay any outstanding balances by the payment due date even if they receive refunds.

THIRD PARTY SPONSORSHIP

If part or all the student's educational expenses are paid by an embassy, agency or company, the student may elect to have the organization billed through the Office of Student Financial Services. Written authorization from the student's sponsor is required. Upon receipt of a completed billing authorization, a credit will be posted to the student account for the amount authorized. The University will bill the sponsor directly. If the sponsor does not pay in a timely manner, the third party credit will be removed from the student's account and the student will be responsible for the payment. Students are responsible for any charges not covered by third party sponsors.

Students who are reimbursed by an employer at the end of the term are not eligible for third party billing and are responsible for payment by the due date.

WITHDRAWAL

It is the student's responsibility to cancel registration by dropping all courses through the Registrar's Office before classes begin if the student does not wish to attend, or if proper financial arrangements cannot be made. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal. Enrollment will not be automatically cancelled for failure to pay tuition and fees. Failing grades will be assigned to classes for which students are registered but do not attend. The student will be responsible for all tuition and fees resulting from enrollment in these classes.

Withdrawal from the University after the start of the quarter may subject the student to tuition and fee liability in accordance with the [Refund of Title IV Funds](#). Students are encouraged to discuss the financial implications of their withdrawals with the Office of Financial Services before making the decision to withdraw.

PAYMENT METHODS

Personal check: A student whose check is returned from the bank unpaid may be required to pay with certified funds in the future.

E-check: Electronic check payment may be made for the amount due online at [Student Self Serve - Student Finance](#). There is no processing fee associated with electronic check payments. A student whose electronic check is returned from the bank unpaid may be required to pay with certified funds in the future.

Visa, American Express, MasterCard and Discover: Credit card payments may only be made through [Student Self Serve - Student Finance](#). Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. A 2.5% convenience fee will apply to the amount of the payment.

RETURNED PAYMENTS

Any payment not honored by the student's bank will result in a \$25 returned payment fee.

DEBT COLLECTION

The University will pursue any and all collection efforts and practices including referring the account to collection agencies and/or attorneys and reporting to credit bureaus. The student is responsible for all additional collection charges associated with the collection of the debt including but not limited

to: collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law. Once an account has been referred to a collections agency, the additional collection fees cannot be removed from the account and the student must make all payment arrangements with the collection agency.

BANKRUPTCY

Tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the University after the bankruptcy.

PREPAYMENT

The University reserves the right to require a student to pre-pay for future quarters based on the student's payment history.