

UNIVERSITY OF ST. THOMAS  
STUDENT PAYMENT AGREEMENT AND DISCLOSURE STATEMENT

When you initially register as a student at the University of St. Thomas, you establish an open -end account with St. Thomas through our Business Office . This is a legally binding agreement containing the terms and conditions of this account, as well as a statement of your rights and responsibilities regarding this account . In this agreement , the words “you, ” “your” and “student” refer to the student or account holder. The words “we,” “our,” “us” and “ St. Thomas” refer to the University of St. Thomas. The word “agreement” refers to this Student Payment Agreement and Disclosure Statement.

We urge you to r ead this Student Payment Agreement and Disclosure Statement carefully before you sign it, and to keep a copy of it for your reference.

CREDIT TERMS

Interest Rates and Charges

3. Your Bill. Billing statements (eBills) for open -end accounts are generated monthly and delivered electronically through our eBilling system. If there are unpaid Charges on your account as of any monthly billing date, a courtesy email notification will be generated for that month. NO PAPER BILLS ARE SENT. You must log in to the eBilling system to view eBills and, if desired, to print paper statements. Not receiving a courtesy email notification does not excuse late payments. Students have the option to grant access to others to view their account activity and to print and pay eBills. The eBill itemizes all Charges, payments and credits made or received as of the billing date. Charges, payments and credits made or received after the billing date will appear on the next monthly eBill. Any changes in your obligations that are caused by a change in your registration or financial aid after the billing date will be itemized in the next monthly eBill.

4. Payment. The minimum payment due as shown in the eBilling system must be paid on or before the due date shown on the eBill. Your minimum payment due will be shown in the eBilling system regardless of whether an eBill has been generated. You do not need an eBill to pay by the due date. Failure to pay the minimum payment due by the due date, as indicated in the eBilling system, will result in the account being considered past due. Amounts owing in the account may be prepaid at any time. Electronic payments can be made through the eBilling system. There is a convenience fee to pay with a The College of William & Mary (C&M) Bill per (en) 23 (an) 07 (s) 2016 38 (no) 120-

8. Past Due Accounts ; Denial of Registration ; Collection Costs. If your account becomes past due, an automated notification message will be generated and sent to you. It is your responsibility to contact our Business Office to set up a repayment plan satisfactory to St. Thomas. If a repayment plan satisfactory to St. Thomas is not made, the entire balance on your past due account will be due and payable immediately at our option. You agree that we may, and you authorize us to, take steps to collect the balance due until it is paid in full, including but not limited to denial of registration for future academic terms; accessing your credit report; turning over your account to a collection agency; and taking legal action to collect the balance due. You agree that if St. Thomas incurs any expenses in collecting the balance due, you will pay all collection costs incurred by St. Thomas including but not limited to a collection agency fee of five percent ( 5%) of the balance owed at the t owC58Tc -0.00p-0.00p ( o)-7.[(fu)-6

St. Thomas Business Office (BUS) is located at 1500 North Avenue, St. Paul, MN 55105. Attention: Business Office. You may contact the Business Office by email to [busoffice@stthomas.edu](mailto:busoffice@stthomas.edu). The Credit Balance Authorization Form is available on the St. Thomas Business Office website at [www.stthomas.edu/businessoffice/](http://www.stthomas.edu/businessoffice/). You agree that we may hold any authorized credit balances in your account in your name.

## What Will Happen After We Receive Your Letter or Notice

When we receive your letter or notice, we must do two things:

1. Within 30 days of receiving your letter or notice, we must tell you that we received your letter or notice. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter or notice, we must either correct the error or explain to you why we believe the eBill is correct.

While we investigate whether or not there has been an error:

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registering for classes. The End of Term Payment Plan Enrollment Form can be found on the St. Thomas Business Office website at [www.stthomas.edu/businessoffice/](http://www.stthomas.edu/businessoffice/). In order to be eligible for the

