

# University of St. Thomas

**THE UNIVERSITY OF ST. THOMAS RESERVES THE RIGHT TO ADD, AMEND, OR REVOKE ANY OF THE CONTAINED RULES, POLICIES, REGULATIONS AND INSTRUCTIONS, OR INCORPORATE ADDITIONAL ONES AS CIRCUMSTANCES MAY REQUIRE**

## **STUDENT PAYMENT AGREEMENT AND DISCLOSURE STATEMENT**

After you are accepted for admission, the university will require you to set up a student account. To do this, you will go online through your Murphy account. You also will need to sign the Student Payment Agreement and Disclosure Statement. This document is a legal agreement that contains the official explanation of terms of payment, application of finance charges, consequences of a past due account and other important financial information.

## **REGISTRATION**

If your account is in good standing (i.e., not past due) you may pre-register for future classes during specified periods each term. You become responsible for all tuition, fees, and other charges for the term upon the completion of registration. You must be officially registered in a course in order to attend classes. The university reserves the right to cancel any course within student enrollment.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, prohibits the University of St. Thomas from disclosing the education records of students to most third parties without the student's written (or electronic) consent.

Parents, guardians, spouses, employers, etc... are all considered third parties; consequently, the Business Office must be granted authorization by the student to communicate with any of them regarding student account information.

For information on granting access to third parties, please review the sections on Authorized Users and Murphy Proxy.



## **PAYMENT OPTIONS**

**The University of St. Thomas accepts payment by check, money order, or online via Payment (payments initiated by you that electronically transfer funds directly from your checking or savings account) or PayPath, a third party credit card payment service. A drop box is located just outside of the Business**

**Payment of the charges on your student account must be made in accordance with the Student Payment Agreement and Disclosure Statement.**

**Should you fail to pay the minimum amount due each month under the payment plan that you are enrolled in, your account will be considered past due. Within 30 days of being past due, you are required to make payment arrangements with the Business Office. If you and the Business Office cannot reach a satisfactory arrangement, the entire balance will be due and payable immediately. You will not be permitted to attend classes in subsequent academic terms. The University also reserves the right to take steps to collect the balance, including but not limited to the following: prohibit you from scheduling classes for the following term; place your account with a third party collection agency; and/or take legal action to collect the balance due. Please note: financial aid is applied to your account like any other payment. If your aid has not yet been received and applied to your account, and you have an outstanding balance, your account may be considered past due.**

**We encourage you to contact the Business Office immediately if you anticipate any difficulty in paying your bill or if problems or delays have occurred in obtaining your financial aid. Our student account representatives are here to assist you and can advise you concerning unresolved balances. Please call (65) 962-6610. ~~155~~ O**

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**Title IV federal financial aid funds are identified as Pell Grant, Perkins Loan, Supplemental Education Opportunity Grant, Stafford Loan, Unsubsidized Stafford Loan and PLUS Loan. If you receive Title IV aid in excess of tuition, fees, room and board, federal regulations require the university to obtain your authorization to allow excess funds to be used to pay other charges on your student account. Other charges might include**

## **THE TOMME EXPRESS ACCOUNT**

**Money you've deposited into your Tommie**

**You may be eligible for certain tax credits and benefits for out-of-pocket payments made to the University of St. Thomas for tuition and certain fees. Accordingly, a 1098-T Tuition Tax Statement will be mailed to applicable students by January 31 of each year. The 1098**







**EXAMPLE—STUDENT PAYMENT AGREEMENT AND DISCLOSURE STATEMENT (EXCERPT)**

