



Lansing Community College Financial Responsibility Agreement

Student Responsibility and Acceptance of Use of Terms and Conditions

Student Account

- I am aware of the LCC registration, add/drop, and withdrawal policies.
- I am responsible for maintaining the confidentiality of my account and password and for restricting access to my computer.
- I am responsible for all activities that occur under my account or password.
- I understand and agree that I am responsible for keeping Lansing Community College records up to date with my current physical addresses, email addresses, and phone numbers by notifying the Registrar's Office in writing. The Registrar webpage is provided here, <http://www.lcc.edu/registrar/>. Upon leaving Lansing Community College for any reason, it is my responsibility to provide Lansing Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Lansing Community College.

Financial Account / Promise to Pay

- I understand that when I register for any class at Lansing Community College or receive any service from Lansing Community College 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 if I drop or withdraw from some or all of the 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 in the course schedule book I have read the terms and conditions of the published tuition and refund schedule and understand those terms are incorporated herein by reference.
- I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Method of Communication and Billing

- I understand and agree that Lansing Community College uses only Lansing Community College e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Lansing Community College on a timely basis.
- I understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time.
- I authorize Lansing Community College and its agents and contractors to contact me at my current and any future cellular phone number(s), email address (es) or wireless device(s) regarding my student account(s)/loan(s), any other debt I owe to Lansing Community College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.
- I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the Lansing Community College or in writing to the applicable contractor or agent contacting me on behalf of Lansing Community College.
- 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 Lansing Community College.

Delinquent Account/Collection

- I understand and agree that if I fail to pay my student account bill or any monies due and owing Lansing Community College by the scheduled due date, Lansing Community College may place a financial hold on my student account, preventing me from viewing my grades, requesting transcripts, registering for any additional classes, changing class schedule, participating in commencement and receiving my diploma.
- I understand and accept that if I fail to pay my student account bill or any monies due and owing Lansing Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Lansing Community College may refer my delinquent account to a collection agency. I understand that I may be responsible for paying the collection agency fees for my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account.
- I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Bankruptcy:

- I understand that when I register for any class at Lansing Community College or receive any service from Lansing Community College 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 my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523 (a)(8)) in which Lansing Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

Returned Payments/Failed Payment Agreements

- If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25.
- I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Lansing Community College may result in financial holds and/or financial suspension, which would prevent me from registering in future classes at Lansing Community College

Privacy Rights and Responsibilities

- I understand that Lansing Community College is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits Lansing Community College from releasing any information from my education record without my written permission.
- I understand that if I want Lansing Community College to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <http://www.lcc.edu/registrar/documents/Release-of-information-form.pdf>.
- I understand that I may revoke my permission at any time as instructed in the same procedure.

IRS Form 1098-T

- I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Lansing Community College upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Lansing Community College, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.
- I understand that I must consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Lansing Community College.
- I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided.
- I understand that in some instances that I may be excluded from receiving a 1098-T per IRS regulations for a particular tax year and therefore Lansing Community College would not produce a 1098-T for that particular tax year.

Entire Agreement

- If default be made in the payment of any installment under this promissory note the entire principal sum shall at once become due and payable without notice at the option of the holder of this promissory note. Presentment for payment, notice of non-payment, protest and notice of protest are each hereby expressly and severally waived by all parties hereto.
- This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Lansing Community College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Lansing Community College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Right to Modify

- Lansing Community College reserves the right to modify by increase or decrease the fees charged for attendance and other services at the College, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the College, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

Electronic Acceptance

By entering your initials and clicking the Accept button on this agreement, you acknowledge that: you have read, understand and will comply with the LCC STUDENT FINANCIAL RESPONSIBILITY policy.

Initials *

Accepted -