

TERMS AND CONDITIONS are a student's rights and responsibilities. It is very important that you read over these Terms and Conditions so that you have a better understanding your responsibilities as a student at Southern University at Shreveport.

1. Payment of Educational Expenses:

I understand that when I register for any class at Southern University at Shreveport or receive any service from Southern University at Shreveport 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 further 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 Southern University at Shreveport 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. 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 at <http://www.susla.edu/student-accounts> I have read the terms and conditions of the published tuition 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.

2. Method of Communication:

I understand and agree that Southern University at Shreveport uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Southern University at Shreveport on a timely basis.

3. Billing Errors:

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 Southern University at Shreveport.

4. BankMobile Refund Card:

New students who have accepted their fees will receive a refund selection kit inside a green envelope within 7 – 10 business days. Upon receipt of your selection kit, please log onto www.refundselection.com and select your refund preference. All Financial Aid Refunds are credited to your Vibe BankMobile account. **A Refund Selection kit will be sent once during your enrollment at SUSLA. *Returning students will not receive a refund selection kit.* If your card is lost or stolen, you can receive a replacement card by contacting the cashier's office at 318-670-9305. The fee for a replacement card is \$25.00.**

5. Financial Hold:

I understand and agree that if I fail to pay my student account bill or any monies due and owing Southern University at Shreveport by the scheduled due date, Southern University at Shreveport will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

6. Collection Agency Fees:

I understand and accept that if I fail to pay my student account bill or any monies due and owing Southern University at Shreveport by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Southern University at Shreveport may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of twenty-eight percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

7. IRS Form 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Southern University at Shreveport 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 Southern University at Shreveport, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Southern University at Shreveport. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided.