

# EARLHAM COLLEGE STUDENT PAYMENT AND DISCLOSURE STATEMENT

## PAYMENT AGREEMENT

At Earlham College, the payment of tuition and all other applicable fees becomes an obligation of the student at the time of course registration. Before registration is considered complete, students must pay any prior balance due on their account and make the full payment required for the current term or agree to acceptable payment arrangements.

Prior to each term, a Semester Bill is made available through the on-line Student Account Center. The Semester Bill itemizes current charges due to the College including those for tuition, fees, room and meals. The Semester Bill also itemizes any pending credits due the student, such as financial aid.

**If full payment for all charges is not paid before the beginning of a semester, a student must enroll in and abide by one of the payment plans offered through Earlham College (TMS Monthly Payment Plan, Deferred Payment, or third party payment plan). Otherwise, the account is considered delinquent and the student may be placed on hold.**

## MONTHLY SERVICE CHARGES

A service charge equal to 1% of the outstanding balance on the last day of each month is added to the account. This service charge is waived if the student participates in the TMS Monthly Payment Plan.

## DELINQUENT ACCOUNTS

If a satisfactory payment plan is not arranged, or if payments are not made in accordance with the plan, the entire balance shall be immediately due and payable. The College has the right to take steps to collect the balance including, but not limited to, the following:

- Charging a \$50 late fine
- Holding students from confirming registration for classes
- Preventing students from participating in housing lotteries
- Holding academic transcripts and/or diplomas
- Turning the student's account over to a collection agency
- Taking legal action to collect the balance due

The student authorizes the College to release financial information about his or her account and other information useful in verifying the charges on the account to those concerned with collecting the balance owing. In the event of collection procedures or a suit to collect unpaid balances on the student's account, the student will be charged all of the College's costs for collections, including legal fees, not to exceed 50% of the entire outstanding balance.

**This payment agreement will cover the student's obligations to the College for as long as the student continues to incur obligations to the College and/or has an outstanding balance on their account. If the student signs a subsequent Payment and Disclosure Statement, the agreement last executed will take precedence.**

The student is responsible for informing the College of any change in his or her name, address and phone number.

*The undersigned student agrees to pay his or her obligations to Earlham College in accordance with the terms and conditions herein set forth.*

\_\_\_\_\_  
Print - Student's Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Permanent Billing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number Date

\_\_\_\_\_  
Student's signature

## REFUND POLICY

**Refunding Tuition and Fees:** A student who officially withdraws or takes a leave of absence from Earlham after classes have begun will still be obligated to pay for that semester's room charges, prorated meal charges, and some or all of the semester tuition and fees. See Earlham's [Refund Policy](#).

**Refunding Credit Balances:** *All Refunds must be requested.* If a student's account has a credit balance due to a tuition refund, overpayment, or loan in excess of billed charges, the student may request a refund of that credit balance. With the exception of refunds to recent graduates, refunds are not automatic but must be requested from the Accounting Office.

Refunds will not be processed until after the deadline to add or change courses has passed and all course revisions have been made. Any credit balances will be paid to the student unless the credit is due to a PLUS (Parent Loan for Undergraduate Students) Loan, which will be sent to the parent borrower, unless we have a signed consent from the parent borrower that the money should remain on the account or be refunded to the student. Graduates will receive refunds of any credit balances automatically no later than 60 days after graduation.

## AUTHORIZATIONS

By signing this document the student agrees to the terms stated, along with the authorizations below.

**I authorize Earlham College to give my account information to Parent(s), Guardian(s), and/or Spouse upon inquiry.** If I DO NOT authorize this access, I will NOTIFY THE COLLEGE IN WRITING.

I authorize Earlham College to use Federal Title IV Funds (e.g. Federal Pell Grant Federal SEOG Grant, Federal Stafford/Direct Subsidized and Unsubsidized Loans, and Federal PLUS Loans) awarded to me to pay any and all charges incurred as a result of my attendance of Earlham College. **I also authorize application of these funds to any prior outstanding balance.**

I have read the above statements and understand that:

- This authorization covers my entire academic career at Earlham College.
- This authorization may be rescinded at any time in writing.
- Rescission of this authorization is valid as of the date received and is not retroactive.

Please print this notice, complete and sign it, and mail it to:

Accounting Office #201  
Earlham College  
801 National Road West  
Richmond, IN 47374

or scan it and e-mail to [accounting@earlham.edu](mailto:accounting@earlham.edu)

**NOTICE:** See statements on next page for important information regarding the student's right to dispute billing errors.

***~Students will not be able to complete registration until this form is signed and returned~***

\_\_\_\_\_  
Print - Parent or Guardian's Name (if applicable)

\_\_\_\_\_  
Permanent Billing Address

\_\_\_\_\_  
Address cont'd

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number Date

\_\_\_\_\_  
Parent or Guardian's signature

## IMPORTANT INFORMATION regarding BILLING DISPUTES

Federal regulations concerning the Truth in Lending Act require the following disclosure of terms of payment and credit. If you have any questions, please call the Student Accounts Office at 765-983-1333 or e-mail [accounting@earlham.edu](mailto:accounting@earlham.edu).

The payment of a student's obligation to the College will be governed by the Student Payment and Disclosure Statement, which each student will be required to sign prior to registration. Copies of the agreement are also available from the Accounting Office at Earlham College.

Students have access to view their semester bills and student account activity through the on-line Student Account Center (SAC). Students must register for access to the SAC first and then they may invite their parents or others to have access also. Students will receive an e-mail from [noreply@afford.com](mailto:noreply@afford.com) with instructions for how to register for the SAC. If they lose this e-mail, they may call Tuition Management Systems at (800) 307-6551 for assistance.

A service charge will be added to the account, computed by applying the monthly periodic rate of 1% (annual percentage rate of 12%) to the account balance as of each month end. Any subsequent charges will be assessed a service charge until the charge is paid. Any credits in the current month will be considered as a payment for the purposes of calculating the service charge. Any charges to be paid by financial aid are not considered paid until the aid is disbursed. Students will be subject to a 1% service charge each month if aid is not disbursed because requirements have not been completed.

In case of ERRORS or INQUIRIES about your bill, contact the Accounting Office at [accounting@earlham.edu](mailto:accounting@earlham.edu) or (765) 983-1333. Please have the student ID number ready for reference.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute until such time as the College either corrects the error or explains why the College believes the bill is correct. During the same time, the College will not take any action to collect disputed amounts or report disputed amounts as delinquent.