

# Wesleyan University Graduate Agreement and Disclosure Statement

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When you enroll as a student at Wesleyan University, you establish an open-end account with Wesleyan through its Student Accounts Office. This agreement is a statement of the terms and conditions of that account, as well as a statement of your rights and responsibilities regarding that account. We recommend that you keep this agreement for your reference. In the agreement, the words “we,” “our,” “us,” “Wesleyan” and “University” refer to Wesleyan University. The words “you,” “your” and “student” refer to you, the student. The word “agreement” refers to this Agreement and Disclosure Statement.

## Account Terms

**Applicability** – Your open-end account is the instrument through which Wesleyan will process some of your financial transactions with Wesleyan University. The terms of this agreement apply to all purchases, charges, fees, fines, tuition and mandatory charges made or obtained by you, made or obtained by someone else with your permission, or assessed to you, by, from, or with respect to Wesleyan (collectively referred to as “charges” and individually as “charge”), including, but not limited to:

- a) Graduate Continuation Fee
- b) Graduate Activity Fee;
- c) Health insurance;
- d) Various department charges/fines

**Promise to Pay** – You promise to pay the total amount of all charges within 30 days of the “Statement Date” listed on your current statement. You also promise to pay all late payment penalties and other fees and expenses due under this agreement.

**Notices** – You agree to keep your address current in your Wesleyan-activated electronic portfolio. If we mail you a letter, notice, or statement to the last address you have given Wesleyan, you agree that you will be bound by the information contained in that mailing. All notices or letters sent to us must be sent to: [student-accounts@wesleyan.edu](mailto:student-accounts@wesleyan.edu) or

Wesleyan University  
Student Accounts  
237 High Street  
Middletown, CT 06459

**Your Bill** – Electronic bills are rendered eleven times per year. The link to the current bill will be e-mailed to your Wesleyan e-mail address. Payment is due within thirty days of the “Statement Date” listed on the E-Bill. If we receive full payment of the “Balance Due” shown on the bill on or before the due date, no **late payment penalty** will be assessed. A **late payment penalty of \$200.00** may be assessed if any portion of the “Balance Due” shown on the bill remains unpaid after the due date. We may apply payments and credits to the amounts owed on your account in any order that we establish.

You are responsible for your account. For any other person to receive the E-Bill notification, you must establish that person as an “Authorized Participant” in the *Student Account Center* section of your portfolio. The “Authorized Participant” will receive future E-bills, view your account, have the ability to make on-line payments and enroll in the monthly payment plan all through the Student Account Center.

**Cancellation/Entire Balance Due** – We may cancel your account, take away your account privileges and/or administratively withdraw you at any time for failure to comply with this agreement. If your account is cancelled, you agree to immediately pay the outstanding balance on your account in full including, without limitation, all late payment penalties and other fees and expenses due under this agreement.

**Returned Payments** – In the event a payment is made on your account and the payment is returned to us unpaid, your account will be charged a \$30.00 fee. Repeated returned payments may result in you being administratively withdrawn from Wesleyan.

**Collection Agency and Costs**– If we refer your account to outside collectors (including attorneys), you agree to pay all reasonable fees associated with that collection effort not to exceed 50% of the amount owed.

**Change of Terms** – We can change the terms of this agreement at any time. The new terms will apply to new charges and to the outstanding balance on your account on the effective date of the change. We will notify you of any change at least 15 days before the start of the billing cycle when the change takes place.

**Governing Law** – This agreement is governed by the laws of the State of Connecticut.

## Your Billing Rights

**Notify Us in Case of Errors or Questions About your Bill** – If you think your bill is incorrect, or if you need more information about a transaction on your bill, e-mail us at [student-accounts@wesleyan.edu](mailto:student-accounts@wesleyan.edu) or write us at Wesleyan University, Student Accounts, 237 High Street, Middletown, Connecticut 06459. E-mail or write to us as soon as possible. In your correspondence, give us the following information:

- Your name and Wesleyan ID number.
- The dollar amount of the suspected error.
- Describe the error and explain why you believe there is an error. If you need more information, describe the item about which you have a question.

**Your Rights and Our Responsibilities After We Receive Your Written Notice** – We will pass your information along to the department that submitted the charge(s). That department will either correct the charge or notify you why the charge is valid.

After we receive your inquiry regarding a suspected error, we cannot try to collect on an amount you question nor can we report you as delinquent. We can however continue to bill you for the amount in question, including the late payment penalty. You do not have to pay any questioned amount while the charge is being investigated, **but you are still obligated to pay the parts of your bill that are not in question.**

If we find that we have made a mistake on your bill, you will not have to pay any late fee related to the questioned amount. If we did not make a mistake, you may have to pay a late fee and you will have to make up any missed payment(s) on the questioned amount. In either case, we will send you a statement on the amount you owe and the date it is due.

If you fail to pay the amount that we determine you owe, we may report you as delinquent. However, if our explanation does not satisfy you and you write to us within ten days telling us that you still refuse to pay, we must tell anyone to whom we report you that you still have a question about your bill. In such circumstances, we must tell you the name of anyone to whom we reported you, and we must tell anyone to whom we report you as delinquent once the matter has been settled between us.

If we do not follow through on the above rules, we cannot collect the first \$50.00 of the questioned amount, even if your bill proves to be accurate.

## Special Student Requests or Situations

**Financial Aid** – If aid has been awarded and accepted but has not yet been credited to your account, you may deduct one-half of the total amount of grants, scholarships or loans awarded for the academic year from the amount owed. Do not deduct student employment. The balance is due within 30 days of the “Statement Date” by the date specified on your bill.

A borrower has the right to cancel all or part of a federal loan disbursement credited to the student’s Wesleyan University student account. A disbursement cancellation request must be made in writing by you, postmarked within thirty days of the

disbursement's crediting date, and should be mailed to Wesleyan University Financial Aid Office, 237 High Street, Middletown, Connecticut 06459; sent via e-mail to [faloaninfo@wesleyan.edu](mailto:faloaninfo@wesleyan.edu); or faxed to 860-685-2801. The loan amount canceled will be charged to the student's account and returned to the lender. You are responsible for paying any amount due on the account as a result of the cancellation.

**Transcripts** – Transcript requests will be denied if you have an outstanding balance.

**Enrollment** – This activity will be denied if you have not paid for all charges including, without limitation, tuition, fees, miscellaneous charges and penalties.

**Diplomas** – Diplomas will not be issued to students whose accounts are not paid in full by the Thursday preceding the announced graduation date.

**Refunds** – All student refunds will be processed through the student's account, including, without limitation, financial aid, etc. If a credit balance exists on the account, a student request for a refund must be made by submitting a "Refund Request Form." The refund will be made by check unless it is to a student with direct deposit already on file with Wesleyan University.

## **Student Mandatory Fees and Charges**

The fees listed below are not subject to dispute and are due from the student regardless if services are utilized.

**Graduate Activity Fee** – The Graduate student body at Wesleyan assesses a Graduate Student Activity Fee to support its activities. The Graduate Student Activity fee entitles students to participate in or attend supported activities.

**Graduate Continuation Fee** – Fee assessed to students who do not complete the degree requirements after a certain period of time: BA/MA program- after one year of full-time study; MA program- after two years of full-time study; PhD program- after five years of ABD-ENROLLED status.

**Student Health Insurance** – University policy requires that all students have medical insurance. Prior to fall semester, you will receive full details regarding the Wesleyan-sponsored insurance plan. You will need to complete the online health insurance enrollment/waiver process to either enroll or decline this coverage. If you do not respond by the deadline, you will automatically be enrolled in this plan and charged the annual premium. Students not on campus during the fall semester, but returning for spring must also comply and will be charged a prorated amount.

## **Refunds**

**Standard Charges** – These include Tuition, Graduate Student Activity Fee and the Graduate Continuation Fee. Failure to attend does not constitute a withdrawal. Credit for withdrawals is applied to the student account in accordance with the refund policy listed on the Student Accounts website. To obtain a refund the student must officially withdraw from Wesleyan. The Graduate Student Activity Fee is not refundable once classes have begun.

## **1098-T Tuition Statement**

Wesleyan University will provide you with a 1098-T form each January if you were enrolled and had qualifying charges. This same information is provided to the United States Internal Revenue Service (IRS). The 1098-T form is used by you to determine education tax benefits when filing your federal tax return. If you did not initially supply Wesleyan with your Social Security Number (SSN) you should immediately as it is required by the IRS. You may be fined by the IRS if you do not supply your SSN to Wesleyan University. Present your SSN card or IRS Form W-9 to the Registrar. The Registrar maintains your official University record.