

Undergraduate Agreement and Disclosure Statement for Non-Resident Study



When you register for courses as a student of 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 words “program” and “provider” refer to the host institution or study abroad provider organization. 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 all of your financial transactions with Wesleyan University, including assessments by a non-resident study program. 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”), which may include, but are not limited to:

- a) Tuition and fees;
- b) Room and Board;
- c) Orientation Fee;
- d) Airfare;
- e) Various program charges

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. While Wesleyan tuition will be charged for a non-resident study program, not all other program fees may be assessed prior to departure. Fees will be posted to your account as they are reported by the program. In some instances, you are responsible for providing the Office of Study Abroad with the bill from the program. You also promise to pay all late payment penalties and other fees and expenses due under this agreement.

Wesleyan pays the program cost to the foreign institution or study abroad provider on your behalf. In some cases, you may be responsible for paying certain charges, including but not limited to application fees, deposits (housing or program), visa fees, room and board, or other program charges, directly to the foreign institution or program provider. If you are a non-Wesleyan student enrolled in a Wesleyan program, Wesleyan is considered the program provider.

If you withdraw from the program for any reason, you may be responsible for repaying to Wesleyan all or part of the program cost paid on your behalf. There is no guarantee that the programs will refund any or all cost associated with the program.

If you withdraw from the study away program prior to the first day of classes at Wesleyan, and you wish to re-enroll as a matriculated student at Wesleyan for the upcoming semester, you will be responsible for on-campus standard charges in addition to any charges stemming from your withdrawal from the study away program.

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 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 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. 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; 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.

If financial aid creates a credit on your account, the Office of Study Abroad may advance you that credit at your request prior to the start of the program. This advance is intended to cover program costs as outlined in the Office of Study Abroad Budget Worksheet.

If you withdraw from the program for any reason, financial aid will be revised based on the number of days enrolled in the program. If you are no longer eligible for the full cash advance, as noted above, the amount due must be paid back to Wesleyan within thirty days.

Transcripts and Diplomas – Transcript and Diploma requests will be denied if you have an outstanding balance.

Course Pre-Registration, General Room Selection, Non-Resident Study and Enrollment – These activities will be denied if you have not paid for all charges including, without limitation, tuition, fees, room and board, miscellaneous charges and penalties.

Refunds of Credit – Student refunds will be processed through the student’s account, including, without limitation, financial aid, tuition refunds, etc. If a credit balance exists on the account and a cash advance was not previously processed by the Office of Study Abroad, 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 Health Insurance – University policy requires that all students have medical insurance while participating in study abroad. Students studying abroad for fall semester will not be enrolled automatically in the Wesleyan-sponsored insurance plan, but will be provided required health insurance through Wesleyan or through their program provider. This coverage may not be waived, even if the student is covered under another health insurance policy. Students not on campus during the fall semester, but returning for spring must complete the online health insurance enrollment/waiver process to either enroll or decline coverage under the Wesleyan-sponsored insurance plan and will be charged a prorated amount. Returning student insurance information will be sent home in December.

Tuition Refund Plan – In circumstances where a student is unable to complete a semester due to personal injury or sickness, an optional insurance program is available. Enrollment in the plan must be complete by the first day of classes of the program. The Tuition Refund Plan is offered by A.W.G. Dewar, Inc. at (617)774-1555 or <http://www.collegerefund.com>. Please be aware that the terms and conditions of such program are between A.W.G. Dewar, Inc. and any insured. Wesleyan does not endorse any such insurance nor would it affect any student’s obligation(s) to Wesleyan.

1098-T Tuition Statement

Wesleyan University will provide you with a 1098-T form each January. 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 IRS Form W-9 to the Registrar. The Registrar maintains your official University record.

I have read, understand and agree to the terms set forth in this Agreement.

Signature

Print Name

Wesleyan ID

Date