

**FORT HAYS STATE UNIVERSITY
FEE PAYMENT AGREEMENT –SUMMER 2009**

FHSU Student Fiscal Services
Sheridan Hall 110G
600 Park Street
Hays, KS 67601

Phone: 785-628-5251
FAX: 785-628-4081
Email: sfsmail@fhsu.edu
FHSU website: <https://tigertracks.fhsu.edu>

Name: _____ FHSU ID or SS # _____

Permanent Address: _____ City/State/Zip: _____

Calculation of fees due:

Number of hours _____ Tuition & Fees due per schedule \$ _____

Add \$25 if you are choosing the Fee Installment option \$ _____

Add \$30 application fee if you are an **undergraduate** student and have never attended FHSU \$ _____

Total Due \$ _____

Steps to Finalize Enrollment

FHSU WEBSITE for your personal information: <https://tigertracks.fhsu.edu>

- ✓ Review personal information on the website. It is extremely important to update email and address information.
- ✓ Review your class schedule on the website. Make schedule changes on TigerEnroll before you finalize enrollment.
- ✓ Review *Other Responsibilities* listed on the reverse side of this page.
- ✓ Select a valid payment option. Enrollments will not be processed without valid payment option.
- ✓ Read **ALL** Rights and Responsibilities on the reverse side of this Agreement before signing this form.
- ✓ Return a signed form (and payment) by mail, hand-deliver to Sheridan Hall 110G, or fax to 785-628-4081.
- ✓ Retain a copy of this signed agreement for your records.

SELECT A VALID PAYMENT OPTION (refer to reverse side for your responsibilities with the selected option)

- Personal Check/Money Order/Cash.** The full amount is attached to this form. Check # _____ Amount \$ _____
- Financial Assistance/Scholarships/Short-Term Loan.** Only a valid option if funds will be available by June 15, 2009.
Select *only* if willing to comply with rights and responsibilities found on the back of this page under *Financial Assistance*.
- Tuition Installment for Tuition only.** Not a Valid Option After June 1, 2009. Add a \$25 nonrefundable administrative fee to the total charges.
Select *only* if willing to comply with the payment due dates and responsibilities as listed on the back of this page under *Fee Installment*.
- Credit Card or Tiger Card.** Fill in ALL blanks accurately and legibly. Future payments to meet deadlines will need additional authorization.
I authorize credit card payment in the amount of \$ _____ with (circle one) Discover, VISA, Master Card, American Express, Tiger Card.
Credit Card # _____ (verify the exp date & number)
Expiration Date ____/____ Signature (as it appears on the card) _____

NOTE: Special Programs (example Voc Rehab, school districts, and military tuition assistance) refer to *Special Programs* on the reverse side.

By signing this fee payment agreement, I am enrolling at Fort Hays State University for Summer 2009 semester. I have read and understand my rights and responsibilities as stated on the reverse side of this agreement and on the FHSU web pages, which are part of this agreement. I understand that the payment option selected must be valid or my enrollment request will be rejected.

Student Signature _____ Date _____

Day Phone _____ Evening Phone _____ E-mail _____

Fort Hays State University
ENROLLMENT RIGHTS AND RESPONSIBILITIES

NOTE: Published tuition and fees are subject to change by the Board of Regents. Changes in classification or other status issues may also change the amount of fees owed or financial assistance received. It is the student's responsibility to make sure that all status information is correct.

A signed fee payment agreement with valid payment option authorizes enrollment at Fort Hays State University. A decision not to attend FHSU must be initiated by you using the official add/drop process. Time deadlines must be met if you expect a refund. Failure to meet payment deadlines once you have finalized enrollment does not automatically withdraw you from classes. Not attending scheduled classes does not automatically withdraw you from classes. Fort Hays State University reserves the right to cancel your enrollment and this agreement.

Finalizing Enrollment. The steps for finalizing enrollment are listed on the front of this form. Pre-enrolled classes are dropped if they are not finalized by the enrollment deadline listed on the FHSU website located at www.tigertracks.fhsu.edu. Verify your enrollment status on the FHSU website to make sure your classes have not been dropped.

Add/Drop Process. For information regarding the official Add/Drop Process, refer to <http://www.fhsu.edu/registrar>.

Payment Option Rights and Responsibilities. To finalize enrollment a valid payment option must be selected. Each option carries with it payment obligations that you have agreed to and must comply with to avoid late fees, collection activity, enrollment and transcript holds, and other financial consequences. You must continually check your personal information on the FHSU website at <https://tigertracks.fhsu.edu> to make sure you have met all obligations. Do *not* assume all charges have been paid. Carefully review these rights and responsibilities for the payment method you have selected *before* you sign this official agreement.

Personal Check/Money Order/Cash. Do not send cash in the mail. FHSU is not responsible for any lost payments. A \$30 return check charge is assessed for insufficient funds, closed accounts, or other unredeemable instruments. A \$25 late fee may be assessed if the returned item results in a missed payment deadline.

Financial Assistance/Scholarships/Short-term Loans. This payment option is only valid if you have been officially awarded financial assistance through the FHSU Financial Aid office or have attached documentation for scholarship funds. If your financial Assistance funds will **NOT be available by the June 15, 2009 deferment deadline**, you will be responsible for full payment of all charges on that date without receiving additional written notice from FHSU. A \$25 late fee may be assessed for all missed payment deadlines. Continue to check the website regarding the status of your personal account.

By signing this agreement, you authorize release of any financial assistance/scholarships to pay all charges due Fort Hays State University. Available financial assistance is applied to all University charges first even if you selected payment plans. You are personally responsible for the purchase of textbooks which are not part of FHSU institutional charges. You also authorize excess funds to be released to the refund option selected by you and authorize release of grades/transcripts to your scholarship donors.

Available excess financial assistance is released to enrolled students beginning May 29, 2009. Students finalizing enrollment after the enrollment deadline will not receive available excess financial assistance on the same day as enrollment.

Financial assistance award amounts and dates for disbursement are subject to change. The student has the obligation to verify the date and actual amount of funds released before spending any funds. FHSU is not responsible for time delays and amounts disbursed.

Tuition Installment. You can only enter into this agreement to pay charges of tuition and fees (cannot be used for residential life charges, group health insurance, prior year charges, or other miscellaneous charges). This plan cannot be used if financial assistance is available to cover all tuition and fees or if you did not comply with your obligation in prior semesters. You are agreeing to a \$25.00 nonrefundable administrative fee to initiate the installment plan. You agree to meet all payment deadlines without receiving additional written notice from FHSU.

TOTAL DUE = Outstanding tuition + \$25 administrative fee

Payment due dates are: Initial payment is one-half (1/2) of the TOTAL DUE and is ***DUE WITH THIS ENROLLMENT***

Remaining balance is due **June 15, 2009**

I understand that a \$25 late fee may be assessed for each missed payment deadline. Any financial assistance that becomes available during this time will be applied first to institutional charges. Outstanding charges are **NOT** automatically charged to the credit card without new authorization for each transaction.

Credit Card/Tiger Card. Verify the credit card information to make sure you have filled in the credit card number, expiration date and the authorized amount accurately and legibly. The amount you authorize is for this payment only. A new authorization is required for any future payments. If using the Tiger Card, make sure you have deposited the funds into your Tiger Card account.

Special Programs Payment. (Examples: Voc Rehab, school districts, military tuition assistance). This payment option is only available by contacting Shirley at 785-628-5836 or by sending an email to sfsspecprog@fhsu.edu. You will be required to provide appropriate documentation. You are responsible for payment of your account in full in the event of non-payment or partial payment from your Special program. A \$25 late fee may be assessed if the special program payment is not received in a timely manner.

Other Responsibilities:

Policy & Procedures. Students are ultimately responsible for understanding current FHSU Policy & Procedures that impact all transactions and electronic transfers.

Gramm-Leach Bliley Act. FHSU is in compliance with this policy for securing financial information. The policy is located on the FHSU website at www.fhsu.edu/sfs.

Parking Permits are required beginning the first day of classes for any vehicle parked on campus. Purchase a permit at the University Police Office, Brooks Building, (785-628-5304).

The Tiger Card is the official student identification card and provides access to the Tiger Card account at Commerce Bank. Stop by the University Card Center, located in the Memorial Union, to obtain a card account (785-628-5533). All on-campus students must have a Tiger Card.

Failure to comply with this agreement may result in your inability to use payment plans, inability to enroll, and inability to access academic records. In addition, all reasonable collections costs, including attorney fees and other charges necessary for collection of any amount not paid when due, will be charged to the student. Delinquent accounts are reported to credit bureaus.