

**Langston University**  
**Office of the Bursar**  
**Financial Responsibility Contract**

Langston University corresponds electronically with account holders using your University email address. I understand I am responsible for regularly reading important information sent to my University email account and for taking action on any important correspondence sent to this address and maintaining adequate email space to ensure correspondence is received.

- I understand when I register for class at Langston University or receive any service from Langston University, 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 to pay my financial obligation (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 Langston university is providing me educational services, deferring some or all on my payment obligation for those services, and I promise to pay all assessed tuition, fees and other associated costs by the published due date.)
- I understand and agree 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 Langston University, available at <http://www.langston.edu/sites/default/files/basic-content-files/LU%20Course%20Catalog%202016-18ss.compressed.pdf>. 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 my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.**
- If I decide to completely withdraw from LU, I will follow the instructions at <http://www.langston.edu/academics/services/registrar/dropadd-withdrawal>, which I understand and agree are incorporated herein by reference.
- I also understand if I **enroll in classes or my advisor enrolls me in classes at Langston University and I do not attend these classes**, I am still held responsible to pay the required tuition and fees if I fail to withdraw by the published dates.
- I understand and accept I am responsible for all charges on my account, including parking permits, parking fines, athletic tickets, health service charges, etc. as well as educational expenses.
- I understand LU uses an email notification as its official billing method when my billing statement is available to view online, and I am responsible for viewing and paying my bursar account by the scheduled due date. I further understand failure to review my billing statement does not constitute a valid reason for not paying my bill on time. Statements are located online through Banner Self-Service at <http://my.langston.edu>.
- I understand that administrative, clerical or technical billing errors do not forgive 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 LU.
- I understand and agree it is my responsibility to notify my parents/legal guardian of my account balance or set up my parents/legal guardian as an authorized user to access my statement through the authorized user link located on the bursar website.

- I understand and agree if I fail to pay my bursar account balance or any monies due and owed to Langston University by the scheduled due date, LU will place a financial **hold** on my bursar account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.
- I understand and agree if I enroll prior to the financial hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand if I am participating in the Payment Plan and my payments are not current, my enrollment is also subject to cancellation.
- I understand and accept if I have an unpaid balance at Langston University and do not make acceptable payment arrangements to bring my account current, LU will refer my delinquent account to an external collection agency. I further understand I will reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all collection-related costs and expenses, including reasonable attorney's fees, the University incurs in such collection efforts. This will be assessed to my bursar account and included in the balance due. Finally, I understand this will result in endangering my credit rating on a local and/or national level by being reported to all three-credit bureau's (Equifax, TransUnion, Experian). The University will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.
- I authorize Langston University and its agents/contractors to contact me via current and any future cellular phone number(s), email address(es), or wireless device(s) regarding my delinquent bursar account/loan(s), any other debt I owe to Langston University or to receive general information from LU. I authorize LU and its agents, representatives, and attorneys (including collection agencies) to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their effort to contact me for purposes of collecting any portion of my account balance/financial obligation which is past due. Furthermore, I understand I may withdraw my consent to call my cellular phone by submitting my request in writing to Langston University or its agents on behalf of LU.
- I understand and agree I am responsible for keeping LU records updated with my current physical address, email address(es), and phone numbers by logging into Student Self-Service at <http://my.langston.edu> or contacting the University. Upon leaving Langston University for any reason, it is my responsibility to provide LU with updated contact information for purposes of continued communication regarding any amounts due and owed to LU.
- I understand my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand my financial aid eligibility may decrease and some or all of the financial aid maybe retracted. I further understand if some or all on my aid is retracted because I dropped or failed to attend class, I agree to pay all charges the retracted aid previously paid as well as retracted aid for which I was previously eligible that disbursed to my account which resulted in a credit balance and was refunded to me.
- I understand any federal Title IV financial aid received will apply to only educational expenses on my account for tuition/fees, housing/meals and books. I must authorize LU to apply my Title IV financial aid to pay all other charges assessed to my account such as parking permits/fines, athletic tickets or any other educational related charges. I further understand this authorization will remain in effect until I rescind it and I may withdraw it at any time by completing the Title IV Authorization form on the bursar website.
- I understand once all my financial aid is applied to my bursar account, I am responsible to pay any charges still outstanding and new charges by the due date.

- I understand and agree if my account balance is less than \$200, I must authorize LU to use any future Title IV aid to be applied to my account to cover prior year charges. I further understand this authorization will remain in effect until I rescind it and I may withdraw it at any time by completing the Title IV Authorization form on the bursar website.
- I understand that all prize, awards, scholarships and grants awarded to me by LU will be credited to my bursar account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my account, must be reversed and returned to the aid source.
- If my federal or institutional financial aid or third-party sponsor payment is either not received by Langston University or I lose my financial aid or sponsorship eligibility for the semester, I assume responsibility for paying all financial obligations.
- I understand and agree in the event I have a return check on my account I will be charged a \$50 return check fee. I understand I am responsible for all dishonored payments which have been presented on my behalf. I understand if a payment is returned to the University by the bank and the payment was made to get enrolled, the Bursar may cancel my enrollment during the drop/add timeframe and may require certified funds for hold clearances.
- I understand Langston University is bound by the **Family Educational Rights to Privacy Act (FERPA)** which prohibits LU from releasing any information from my educational record including bursar account information without my written permission or PROXY. Therefore, I understand if I want LU to share information from my education record with someone other than myself, I must provide written permission by completing the release form in the Registrar Office or by completing the PROXY tab in the student portal.
- I agree to comply with Federal law to provide LU with my Social Security Number (SSN) (or if I am not eligible to obtain an SSN, I will obtain from the Internal Revenue Service (IRS) a taxpayer identification number (TIN) to provide) upon request for the University to meet the annual requirement of furnishing a Form 1098-T, *Tuition Statement*, which reports qualified tuition and related expenses associated with my enrollment. (Non-resident aliens that do not have income that is subject to tax are not required to supply this information.) If I fail to provide my SSN or TIN to Langston University, 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 LU. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand I can withdraw this consent or request a paper copy.
- I am aware Oklahoma law governs the terms of this agreement and any disputes arising shall be determined in accordance with the law of this jurisdiction.
- I understand and agree if I am younger than the applicable age of majority when I execute this agreement the educational services provided by LU are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."