



PAYMENT AND INITIAL DISCLOSURE NOTICE

In accordance with the Federal Truth-in-Lending Act, Saint Anselm College (the College) is required to inform the student of the terms and conditions governing the student's attendance at the College. It is suggested that the student read the following disclosures carefully before signing and returning this Payment and Initial Disclosure Notice (the Notice). If the student has any questions, he/she should contact Student Financial Services at (603) 656-6293 or (603) 641-7115.

By completing and signing this Notice, the student acknowledges that he/she understands the following:

1. The payment of all tuition and fees becomes an obligation upon a student's registration at Saint Anselm College;
2. This Notice covers the student's financial obligations to the College so long as the student has an outstanding balance on his/her account.
3. If the student signs more than one Payment and Initial Disclosure Notice, the Notice that was last executed shall control the student's financial obligation to the College.
4. The College reserves the right to modify or amend the terms and conditions of this Notice prior to a student's registration for any semester by sending a written notice to the student's College e-mail address and to his/her last known billing address. The student shall inform the College of any change in his/her billing address;
5. An account that has an outstanding balance at the time the student registers for the following semester will prevent the student from completing the registration process until the account is paid in full;
6. A billing statement, itemizing a student's tuition, room and board, and other fees, will be sent to each registered student prior to the beginning of each semester. This statement will also itemize any credits, i.e. down payments, or anticipated credits, i.e. pending financial aid, known at that time.
7. Any changes made to a student's tuition and/or other fees or a student's financial aid, will be shown on the student's online statement available through the student account center. Reminder e-mails will be sent to all students periodically asking them to view any current transactions online. If there is a balance due, it is the student's responsibility to provide the person(s) responsible for payment with a copy of the account.
8. All past due amounts including, but not limited to, charges such as library fines, parking violations, dorm damage charges, etc. are subject to a \$125 late fee and a 1.25% per month finance charge.
9. A student's failure to pay any semester's outstanding balance within thirty (30) days of the end of that semester may result in the account being handled as a delinquent account. Delinquent accounts occur when the payment terms on a student's account have not been met. The College has the right to take steps to collect an outstanding account balance including, but not limited to, withholding a student's transcript or diploma, removing a student from any current enrollment, or turning the account over to a collection agency.
10. In the event of any event beyond the College's control, such as fire, an act of God, war, governmental action, etc. resulting in a temporary closure of the College, the undersigned's obligations under this notice will continue despite such closure.
11. The student hereby authorizes the College to release financial information regarding his/her account to an agency acting on behalf of the College in collecting a balance due. The student shall pay all the College's costs of collection, including but not limited to a collection agency fee and/or reasonable attorney's fees and expenses to the extent allowed by law.
12. The College and the student agree and intend this instrument to be executed, interpreted and construed in accordance with the laws of the state of New Hampshire and New Hampshire law shall apply to all claims, disputes and disagreements between the student and the College. Jurisdiction and venue may only be had and is declared to be exclusively in the state of New Hampshire.

The college offers the following options for payment:

- A. Standard Payment Arrangement. The student shall pay any balance due for the fall semester by the first Monday in August, and the balance due for the spring semester by the first Monday in January. If either day should fall on a Federal holiday, payment will be due on the following business day.
- B. Monthly Payment Plan (MPP). Payment of a student's account balance can be paid through a monthly payment plan. The College will not charge interest on any unpaid balance so long as payments remain current. For more detailed information, please visit anselm.edu/Nelnet.

I understand that I am responsible for tuition and fees, and room and board if a resident student. I further understand that I will not be held responsible for the balance of the semester charges and required applicable fees if I cancel my registration, in writing, prior to the beginning of the semester. However, if, for any reason, I withdraw, either through official withdrawal procedures or otherwise, or request a leave of absence, from the College on or after the first day of classes, the tuition, room and board, alternative loans and institutional aid will be recalculated in accordance with the policy given below. Any such refund will be calculated as of the date of the last documented academically-related activity. In this instance, it should be noted that all fees are non-refundable, and Federal financial aid will be adjusted or reduced in accordance with Federal guidelines.

Federal Financial Aid

Saint Anselm College complies with the refund policies contained in the Higher Education Amendments of 1998 under which the College is required to return Title IV funds on a per diem basis when the student withdraws before 60% of the payment period has been completed.

State and Outside Scholarships

State aid and outside scholarships will be refunded to the appropriate agencies in accordance with their respective policies. Alternative educational loans will be returned to the lender on the same percentage basis as Tuition and Institutional Aid. A student with an alternative loan who has an outstanding balance as a result of the refund calculation may be able to retain a greater percentage of the loan than that used in the refund calculation.

Withdrawal From the College

A student desiring to withdraw from the College should consult with both the assigned academic advisor and the appropriate Dean. Students receiving financial aid should discuss the financial implications of this choice with the Office of Financial Aid and a member of the Student Financial Services team as there are often out-of-pocket costs associated with withdrawal as well as loan repayment obligations.

Contracted aid such as Athletic Scholarship, Debate Scholarship, Resident Assistant Grant, and Yearbook Grant are prorated on a per diem basis if a student ceases involvement in any one of these programs. The aid will be prorated in the semester the student ceases involvement and will be calculated from the first day of the enrollment period to the day the student stops the program.

Refunds for students who separate from the College, either through official withdrawal procedures or otherwise, will be determined as follows:

Tuition, Resident Fee, Institutional Aid and Alternative Loans

80% if withdrawal is within the first two weeks of the semester
60% if withdrawal is within the third week of the semester
40% if withdrawal is within the fourth week of the semester
20% if withdrawal is within the fifth week of the semester
0% if withdrawal is beyond the fifth week of the semester.

Tuition Refund Insurance

We are pleased to make available the GradGuard tuition refund insurance plan to help protect your education investment. Tuition refund insurance can help refund your tuition, fees, and room/board charges, up to the annual policy limits, if you are unable to complete the semester due to a covered medical reason. Tuition refund insurance is optional and information can be found at www.gradguard.com/insurance and on the College’s web site.

All parties who bear financial responsibility must sign below. The undersigned hereby acknowledge that they have read the above conditions and understand their legal and financial responsibility to Saint Anselm College.

Student Name ID Number

Street Address

City State Zip Code

Cell Phone Number Home Telephone Number

Student Signature Date

Parent or Guardian

Street Address

City State Zip Code

Cell Phone Number Home Telephone Number

Parent/Guardian Signature Date