



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Bursar's Office

Payment Terms Agreement

As a condition of registration for enrollment, at the time of registration for any semester or term at Sam Houston State University (SHSU), every student is required to accept the SHSU Payment Terms Agreement below. If the Agreement is declined, registration will not be allowed.

SHSU corresponds electronically with students using the official university email address. I understand and agree that 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.

-  I understand, and agree that my enrollment at SHSU constitutes a contractual financial obligation to pay all tuition and fees charged for classes in which I am enrolled, as well as any fees or fines that may be assessed in relation to SHSU policy violations (such as parking or library fines). I further understand my financial obligations are due by the due dates each semester as indicated in the Academic Calendar. Full payment (either by accepted financial aid, third party sponsor or personal resources) or enrollment in the installment payment plan (if available) is required by the established due dates.
-  I understand, and agree that I am financially responsible and it is my responsibility to notify my parents or other individuals from whom I may request assistance in payment of my account balance. Alternatively, I can set up authorized users to access my statements and make payments through the authorized user set-up in the Student Account Center.
-  I understand, and agree that, in the event I have a returned payment on my account, I will be charged a \$25.00 returned payment fee. I understand, and agree that I am responsible for all dishonored payments which have been presented on my behalf. I understand if a payment is returned to SHSU by the bank and the payment was made to get enrolled or secure classes, the Bursar's Office may contact the Registrar's Office to cancel my enrollment.
-  I understand accepted financial aid awards, if any, are automatically credited to my student account to pay charges incurred when financial aid is disbursed, or used to hold my course schedule on payment deadlines as indicated in the Academic Calendar. Schedule changes after disbursement may affect previous financial aid awards and additional charges may be incurred.
-  I understand once all of my accepted financial aid, if any, is applied to my student account, I am responsible to pay any charges still outstanding and any new charges that have been incurred.
-  I understand unless accepted financial aid and/or personal payments are made IN FULL prior to the first payment deadline, I will, by default, have accepted the Installment Payment Option for the long Fall or Spring terms if minimum payment has been made. As a condition of my enrollment and in order to protect my placement in classes for which I have registered, SHSU

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has the right to administratively enroll me in the Installment Payment Option should I make the minimum required payment but fail to complete the online enrollment process.

-  If my state, federal or sponsor financial aid, if any, is not received by the University, or if I lose my eligibility to retain financial aid for the semester, I assume personal responsibility for paying all student obligations.
-  It is my responsibility to know SHSU's drop and withdrawal policies including deadlines as stated in the Academic Calendar. It is also my personal responsibility to complete drop or resignation processes before the expiration of stated deadlines in order to terminate my enrollment without completion of my classes. My failure to drop or resign in a timely manner does NOT relieve me from my financial responsibility to SHSU for tuition and fees. Resignations must occur prior to the first official SHSU class day of any term to avoid financial obligation.
-  I understand and agree that if I enroll in classes and I do not attend, I am still responsible to pay the required tuition and fees if I fail to drop/withdraw by the designated dates.
-  I understand if there is an outstanding balance from a prior term on my SHSU student account, holds are placed on my account and I will not be able to enroll in future semesters nor receive official university records until balance is paid in full. SHSU reserves the right to drop me from any future enrolled terms if an outstanding balance is owed on the last class day of the term.
-  If amounts become past due, SHSU reserves the right to initiate internal collections efforts and could cause the University to employ an outside collection agency to recover the debt. If any collection efforts are made on outstanding balances I owe SHSU, I agree to pay all collection costs, including collection agency fees, based on a fee based percentage up to 30%, legal fees, and other cost incurred in collecting the amounts due.
-  I understand that administrative, clerical errors or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligation assessed as a result of my registration at SHSU.
-  I understand tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. I understand debt may still be owed to SHSU after the conclusion of a bankruptcy proceeding.
-  I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to SHSU upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to SHSU, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

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-  I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by SHSU are a necessity, and I am contractually obligated pursuant to the “doctrine of necessities.”
-  I authorize SHSU and its respective agents and contractors to contact me regarding any outstanding balance owed on my student account, my loan request or my loan(s), including repayment of my loan(s), at the current or any future number either provided or acquired for my personal phone(s) including but not limited to a cellular phone or voice or text messages. I authorize the use of an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
-  This agreement shall be interpreted in accordance with and pursuant to the laws of the state of Texas including, but not limited to Texas Education Code § 51.967, Limitation on Educational Debt.