



Louisburg College
 Financial Services Office
 501 N. Main Street
 Louisburg, NC 27549
 919-497-3404

STATEMENT OF FINANCIAL RESPONSIBILITY

LOUISBURG COLLEGE TUITION & FEES PAYMENT CONTRACT

Student Information Section			Please Print Neatly or Type
1. Last Name	First Name	MI	2. Student ID #
3. Permanent Street Address (Not P.O. Box)			4. Home & Mobile Telephone Numbers (provide area code)
5. City	State	Zip	6. Driver's License State and Number
7. Email Address 1:		Email Address 2:	
8. If Louisburg College owes the student any money for any reason, do you want it:			
a. Refunded to the student b. Applied toward any balance owing Louisburg College			
a. _____	b. _____	Initial _____	Date _____
(1) Third Party Information Section (Parent 1 or Responsible Party)			9. Email Address:
10. Last Name	First	MI	11. Home & Mobile Telephone Numbers (provide area code)
12. Permanent Street Address (Not P.O. Box)			13. Driver's License State and Number
14. City	State	Zip	15. Relationship to Student
16. Employer (Name, Address, City, State, Zip)			17. Employer Telephone Number
(2) Third Party Information Section (Parent 2 or Responsible Party)			18. Email Address:
19. Last Name	First	MI	20. Home & Mobile Telephone Numbers (provide area code)
21. Permanent Street Address (Not P.O. Box)			22. Driver's License State and Number
23. City	State	Zip	24. Relationship to Student
25. Employer (Name, Address, City, State, Zip)			26. Employer Telephone Number

General Information

Agreement: The Tuition Payment Contract is a financial obligation agreement between the **Student/Parent/Responsible Party and Louisburg College** and is valid until all charges due are paid in full. Louisburg College requires that all students with account balances complete the Tuition & Fees Payment Contract at the beginning of each semester. **Total charges for each semester's tuition, room, board and other fees (less Financial Aid Awards) must be paid by the published due dates for clearance by the Louisburg College Business Office.**

College Records: Absent evident error, the College's records shall be conclusive evidence of all amounts due and payable by the student hereafter.

Payment Options: Satisfactory payment arrangements include: (1) Full Payment mailed directly to the College in the form of a Check; (2) Pay-in-full with your Credit Card. (3) Monthly installments under the Louisburg College payment plan.

Business Office Hold: A Business Office Hold will be placed on tuition accounts with an outstanding balance. The student may be prevented from registering for any additional classes, changing class schedule, choosing a room assignment, obtaining meals on the meal plan, obtaining official transcripts, participating in graduation and receiving a diploma until the tuition and fees balance is paid.

Tuition Refund Policy: A tuition refund is available only if the student officially withdraws with the Office of the Dean of Students. The student will still be liable for tuition and fees in accordance with the Cancellation of Institutional Charges Policy stated in the College's Schedule of Charges posted on the Official Louisburg College Website at www.louisburg.edu. Financial Aid revisions may result due to Federal regulations.

Louisburg College Email Address: All students enrolled at Louisburg College will receive a college issued email address. The Business Office will send all email communications to this address.

Change of Status: The student will inform the College of any change in name, address, telephone number(s), or financial aid status.

Student Billing Statement: Student tuition account information is available online through your student portal account at www.louisburg.edu. The responsible party must make the tuition payment even if he/she does not receive a Statement as Statement information is sent as a convenience only.

The undersigned Student and Responsible Party jointly and severally agree to pay all amounts that become due to Louisburg College pursuant to this Tuition & Fees Payment Contract. The undersigned represent that they have access to the College's website and will consult such website for fee information. The undersigned also agree that the tuition amount owed as set forth on that website is the amount due under this Contract and that said fee schedule is hereby incorporated into this Contract. In the event of default, the College may pursue payment from either or both the Student and Responsible Party. I authorize the College to use my Financial Aid Awards to pay all tuition and fees charged to my Student Account.

Students who have unpaid bills at the College are subject to serious consequences which may include one or more of the following: Not receiving College credit; Cancellation of the meal plan; Eviction from College housing; Revocation of Institutional Funds; or Disenrollment from the College. As long as such bills remain unpaid, the student may not enroll in additional classes, receive any transcripts or diplomas and shall pay to the College all costs of collection with respect to such amount, including reasonable attorney's fees and court costs. You agree to be called by Louisburg College or one of its representing agencies via auto dialer or manual dial on all phone numbers provided, including mobile phone, in an attempt to collect on a debt for which you owe. By signing this Contract, you authorize the College to provide all information on this Contract to an agency for the purpose of collecting the debt owed to the College. Pursuant to any and all North Carolina laws, the Student/Responsible Party/Borrower hereby waives any and all defense afforded by the stature of limitations as a defense to any demand for payment under this Contract or any part thereof or any sum payable hereunder. Louisburg College retains the right to terminate this Contract and enrollment if outside agency payments are not kept up to date. I/we have read, understand and agree to all of the terms of this Contract. I/we hereby guarantee payment of all amounts due pursuant to this Contract and waive notice of protest and default. **Please print, complete and submit to Louisburg College, 501 N. Main Street, Louisburg, NC 27549-2933 Attn: Business Office** INTIAL _____ DATE _____

PAYMENT INSTALLMENT AGREEMENT: FALL SPRING SUMMER

Payment Type (Must chose at least one option): Total Outstanding Balance \$ _____

Debit/Credit Card _____ (A copy of driver's license and debit/credit card must be attached)

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Type (Must chose at least one option): Total Outstanding Balance \$ _____

Debit/Credit Card _____ (A copy of driver's license and debit/credit card must be attached)

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment _____

Payment Date _____ Amount _____ Balance Due After Payment \$0.00

