



# Tuition and Fee Agreement



Office Use Only:  TRAD  MMAN  DMAN  BOPS  MOPS  DOPS  INTL Sem \_\_\_\_\_

## Student Information

Student Name: \_\_\_\_\_ CBU ID#: \_\_\_\_\_ \*SSN: \_\_\_\_\_  
\*SSN is required for 1098-T tax reporting purposes.

Permanent Address (Street-City-State-Zip): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Non-CBU Email Address: \_\_\_\_\_

Nearest Reference Contact (Friend/Relative): \_\_\_\_\_ Reference Contact Phone: \_\_\_\_\_

Reference Contact Address (Street-City-State-Zip): \_\_\_\_\_

## Student Financial Agreement and Acknowledgement

### Financial Obligation:

I understand tuition and fee charges are due and payable by the financial clearance deadline each semester and I am solely liable for payment of all student account charges, regardless of financial aid, company reimbursement, or other aid to which I may be entitled. If I change my educational plans, I will take the appropriate steps to adjust my schedule or withdraw from the University. I further understand that in the event I withdraw from a course after the refund period my financial aid award may be reduced or reversed based on federal regulations. I also understand non-attendance in a class will NOT relieve my financial responsibility.

### University Regulations:

I understand official communication from the University is transmitted via LancerMail, and I am charged with knowledge of the information transmitted by the University to my LancerMail. I agree to regularly logon to InsideCBU to review my LancerMail account and my Student Account information. I further acknowledge it is my responsibility to be aware of and comply with University policies and procedures including the policy for Student Accounts, and the policy for refund of tuition, fees, room, and board charges.

### Financial Clearance:

I understand I am obligated to complete payment arrangements through an approved payment option to cover all tuition and fee charges each semester by the financial clearance deadline as published on InsideCBU. Failure to receive financial clearance from the Student Accounts Office will result in a fee assessment and possible enrollment cancellation. I further understand that failure to make payments on any indebtedness to the University when due is considered sufficient cause, until the debt is settled with verified funds, to: 1) prevent enrollment, and 2) withhold diploma, grade reports and transcript of records.

### Delinquent Accounts:

I understand that if I fail to pay my tuition and fee balance through an approved payment option, and the balance is not paid in full by the end of each semester, my account will be considered delinquent. Delinquent accounts may be charged interest at a rate of .03% computed daily or 10% per year. I also understand that if my account remains delinquent, my account is subject to, at the university's discretion, placement with a third party collection agency. I further understand that if my account is placed with a third party agency, interest will be added to the account as well as negative marks on my credit report. In the event my account is placed with a third party collection agency, I hereby waive my right to notice of such default, presentment and dishonor, as well as any right to any statute of limitations.

I authorize California Baptist University and its agents, representatives, attorneys and contractors (including collection agencies) to contact me through my mobile phone, home phone and email, including by way of text and automated message calls. I agree and understand it is my responsibility to update my name, address, and phone number(s) within thirty days of a change. I further agree that in the event I do not update my address and phone number(s), I authorize California Baptist University to utilize third party agents, representatives, attorneys and contractors (including collection agencies) as necessary to update my records at the university.

### Acknowledgement:

I have read and agree to the above information and to all University policies and procedures as outlined in the University Catalog and Student Handbook.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of legal guardian required for all students under age 18.\*)

\*If a guardian signature is required the student will be asked to sign a new agreement once age 18.

# Tuition and Fee Agreement

## Application of Financial Aid

### Application of Financial Aid - Allowable Charges

Per Federal Regulations (34 CFR 668.164) California Baptist University may use Federal Grants, Stafford Loans and Parent Plus Loans to credit a student's account at the institution to satisfy current charges for Tuition, Fees, Room and Board.

### Other Educationally Related Charges

Per Federal Regulations (34 CFR 668.165) other educationally related charges may not be covered without written authorization from the student and/or parent. Other charges include but are not limited to International Service Project charges, fine charges, damage charges, family insurance charges, or Love Fund Loan repayment charges.

### Prior Award Year Charges

Per Federal Regulations (34 CFR 668.165) California Baptist University may not use current award year financial aid to cover a prior year balance up to \$200 without written authorization from the student and/or parent. Prior year balances over \$200 may not be covered with current award year aid even with written authorization from the student and/or parent.

### Balances Not Covered by Financial Aid

Balances not covered by Financial Aid must be covered from personal funds. A hold, preventing release of transcripts and future registration, will be placed on accounts with past due balances not covered by awarded financial aid.

## Authorization to Cover Educationally Related Charges and Prior Award Year Charges

Please check and sign for only one of the below options:

- Yes, I authorize California Baptist University to use my awarded financial aid to cover all educationally related charges and prior award year charges posted to my account.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Student Name \_\_\_\_\_ CBU ID# \_\_\_\_\_

Parent Plus Loan Signature \_\_\_\_\_ Date \_\_\_\_\_

- No, I do not authorize California Baptist University to use my awarded financial aid to cover all educationally related charges posted to my account. I will pay other educationally related charges from personal funds.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Student Name \_\_\_\_\_ CBU ID# \_\_\_\_\_

## Right to Cancel Authorization

Students and parents have the right to cancel their authorization to cover all educationally related charges and prior award year charges with financial aid at any time. To cancel the authorization, a student must complete a new Tuition and Fee Agreement, sign the "No, I do not authorize" option and submit the agreement to the Student Accounts Office. The cancellation will be effective the date the cancellation is received in the Student Accounts Office. Confirmation of cancellation will be sent to the student's LancerMail account. If the student has a past due balance at the time the cancellation is received a hold will be placed on the account until the account is paid in full with verified funds.

## Submit Completed Form to Student Accounts

1. Scan and email: [StudentAccounts@calbaptist.edu](mailto:StudentAccounts@calbaptist.edu)
2. Fax to: 951-343-4515
3. Mail to: CBU Student Accounts, 8432 Magnolia Ave, Riverside, CA, 92504

## Statement of Registration CBU Online & Professional Studies Division

**NAME:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**REGISTRATION:** Registration will be completed by your OPS One-Stop Student Service Advisor in accordance with the plan discussed in the initial registration meeting with your advisor. Administrative changes will be made when necessary due such reasons as course cancelations, delivery format changes, incomplete prerequisite coursework, or change in academic status. You will be notified via your CBU email if changes are made.

**SEMESTER DATES:** Specific course dates such as semester start and end dates are located at <https://www.cbuonline.edu/academics/academiccalendar>

**PAYMENT & DEADLINES:** Make payment arrangements for your courses with Student Accounts prior to the Payment Due Date deadline for each semester. Important deadlines can be found on the Academic Calendar at <https://www.cbuonline.edu/academics/academiccalendar>

**REGISTRATION QUESTIONS:** For any questions, contact your OPS One-Stop Student Service Advisor at 951-343-3921 or email [opsadvising@calbaptist.edu](mailto:opsadvising@calbaptist.edu).

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**Cal Grant/Graduation Acknowledgement:** I understand that I must enroll in a minimum of 15 units each semester or 30 units each academic year to graduate within 4 years and that (if eligible) a Cal Grant award is limited to 4 academic years. **Initial:** \_\_\_\_\_

**Student's Academic Responsibility:** I understand that it is my responsibility to know the add/drop/withdrawal dates for the current semester and course and that no exceptions to those dates will be made. I further understand that if I am unable for any reason to attend a course/lab for which I am registered, it is my responsibility to contact my OPS One-Stop Student Service Advisor prior to the course/lab drop date or I will not receive a refund of related course or lab tuition and fees. It is my responsibility to view my course schedule through InsideCBU for information on upcoming courses. **Initial:** \_\_\_\_\_

**Advisor Responsibility:** Registration will be completed by my OPS One-Stop Student Service Advisor in accordance with the plan discussed during the initial registration meeting. My advisor will register me in all future coursework and make changes to my schedule when academically necessary or when I request schedule adjustments. **Initial:** \_\_\_\_\_

**Dropping a Course:** During the Initial Add/Drop period a student may drop a course and receive a full credit of tuition if applicable. No mark will appear on the transcript. A student may not drop a course merely by ceasing to attend. Dropping a class could result in the reduction of already awarded financial aid and an increase in the student account balance. **Initial:** \_\_\_\_\_

**Withdrawal from a Course:** Students may withdraw from a course during the Withdraw period. A grade of W will appear on the transcript. No credit of tuition will be granted after the Drop period. After the Withdraw period no withdrawal from a course will be permitted. Students who cease to attend after the withdrawal date will receive a grade of F in that course. Failing or performing poorly in a class and/or dissatisfaction with the subject matter, class, or instructors are not acceptable, serious or compelling reasons for late withdrawal. **Initial:** \_\_\_\_\_

**Withdrawal from the University and Semester:** Students requesting full withdrawal from the University and semester must complete an official Petition to Withdraw form with their One-Stop Student Service Advisor. The student must also complete an Exit Interview process through the Financial Aid Office and reconcile their account balance in the Student Accounts Office. Failure to comply with these regulations will result in failing grades being entered on the student's permanent record, and dismissal will be recorded as unofficial. **Initial:** \_\_\_\_\_

**Student's Financial Responsibility:** I agree to make payment arrangements by the Payment Due Date deadline. I understand I will be charged a Late Payment Fee should I fail to complete payment arrangements or officially withdraw from the University by the deadline. I promise to pay California Baptist University all tuition and fee charges associated with enrollment. I realize adjustments due to course changes will affect my charges as outlined in the University Catalog and may require adjustments to my financial aid. A delinquent account may accrue interest on the balance, beginning on the first day of the month, at a rate of (.83%) per month, or (10%) per year computed monthly. I agree and understand I will not be able to re-enter CBU or obtain grades, transcripts or diploma(s) until my account is paid in full with verified funds. I further agree in the event bankruptcy is initiated by the undersigned or any of his creditors, the undersigned thereafter waives all access to grades, transcripts and diploma(s) until all amounts are paid to the university. If collection actions are necessary I agree to pay all collection costs, reasonable attorney fees and court costs associated with such action. I have read, understand, and agree to the conditions set forth above and to the policies and degree requirements outlined in the University Catalog. **Initial:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_