



**Statement of Financial Responsibility
Louisburg College Tuition & Fees Payment Contract
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 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 Financial Services 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 to the College in the form of a Check, Cash or Credit Card.
- (2) Monthly installments under the Louisburg College payment plan in the form of a Check, Cash or Credit Card.

Financial Services Hold:

A Financial Services Hold will be placed on Student 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 <https://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 Financial Services Office will send all email communications to this address. ****

Change of Status:

The student will inform Louisburg 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 <https://www.louisburg.edu>. The responsible party must make the tuition payment even if he/she does not receive a Statement as Statement info is sent as a convenience only.

I/We authorize Louisburg College and/or one of its representing agencies to collect payments for the purpose of paying any and all incurring debts related to all valid semester's charges. I understand that further collection actions may occur to include any penalties, interest, and fees associated with the collection of this debt.

By entering into this agreement and signing, I/we confirm that I/we have read and agree to all terms listed above. I/we understand the agreement may be cancelled by me/us only when payment has been made in full, has sufficiently cleared the bank, and the student listed above has a zero (0) balance

ALL ACCOUNTS NINETY (90) DAYS PAST DUE WILL BE TURNED OVER TO A COLLECTION AGENCY FOR FURTHER COLLECTION EFFORTS. IF TWO OR MORE PAYMENTS ARE DECLINED. THE STUDENT MAY BECOME SUBJECT TO AUTOMATIC WITHDRAWAL.

Student Signature

Date

Parent or Responsible Party Signature

Date

Parent or Responsible Party Signature

Date

Accepted By on Behalf of Louisburg College

Date