

**STUDENT FINANCIAL RESPONSIBILITY AGREEMENT (SFRA)**  
**CONCORDIA COLLEGE**  
**901 8<sup>th</sup> St S**  
**Moorhead, MN 56562**

At Concordia College, the payment of tuition and fees becomes an obligation at the time of registration. This contract documents the student's agreement to pay all tuition and associated fees for any semester in which the student registers for courses. Please read the following terms and conditions carefully. If you have any questions, please contact the Business Office at 218-299-3150.

The student agrees to pay his/her obligations to Concordia College in accordance with the following:

**TERMS OF AGREEMENT:** This Agreement will continue for as long as I am enrolled at Concordia College or any obligation remains unpaid in whole or in part.

**PROMISE TO PAY:** I understand that when I register for any class at Concordia College or receive any service from Concordia College I accept full responsibility to pay all tuition, fees, fines and other associated costs assessed as a result of my registration and/or receipt of services. I promise to pay for all assessed tuition, fees, fines and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the tuition refund policy. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

**METHOD OF BILLING:** I understand that Concordia College uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at <https://www.concordiacollege.edu/directories/offices-departments-directory/business-office/undergraduate-tuition-payment-services/>.

**STANDARD PAYMENT PLAN:** Under the Standard Payment Plan, I will pay all fees owing by August 15 of the current year for fall semester and January 15 for spring semester. I will pay any charges incurred later in the term by the due date indicated on the billing by Concordia College. I will pay a finance charge of 0.66% per month (annual rate of 8%) on any amount not paid when due.

**MONTHLY PAYMENT PLAN:** An alternative to the Standard Payment Plan is to enroll in the Monthly Payment Plan through TouchNet Information Systems Inc., 9801 Renner Blvd., Ste. 150, Lenexa, KS 66219 (1-833-269-3675). Information about the Monthly Payment Plan is available at <https://www.concordiacollege.edu/paymentplan>.

**PREPAYMENT:** I may prepay any amounts at any time without a prepayment penalty. However, partial prepayment will not excuse me from making the full amount of each payment on schedule until my account is paid in full.

**COMMUNICATION:**

**Method of Communication:** I understand and agree that Concordia College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Concordia College on a timely basis.

**Contact:** I authorize Concordia College and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Concordia College, or to receive general information from Concordia College. I authorize Concordia College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular telephone using automated telephone dialing equipment by submitting my request in writing to the Business Office/Director of Student Loan Repayment or in writing to the applicable contractor or agent contacting me on behalf of Concordia College.

**DELINQUENT ACCOUNT/COLLECTION REMEDIES:**

**Financial Hold:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Concordia College by the scheduled due date, Concordia College may place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

**Late Payment Charge:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Concordia College by the scheduled due date, to defray collection costs, Concordia College may assess late payment and/or finance charges at the fixed rate of 0.66% per month (annual rate of 8%) on the past due portion of my student account until my past due account is paid in full, or, if lesser, the maximum rate of interest permitted by law.

**Returned Payments/Failed Payment Agreements:** If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Concordia College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Concordia College.

**Collection Agency Fees:** I understand and accept that if I fail to pay my student account bill or any monies due and owing Concordia College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Concordia College may refer my delinquent account to a collection agency. I further understand that if Concordia College refers my student account balance to a third party for collection, a collection fee may be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

**AUTHORIZATION TO CONTACT PARENTS/GUARDIAN:** I authorize Concordia College to contact and share financial information with my parents/guardian regarding financial matters. *If I am considered an Independent student by either the Registrar's Office or Financial Aid Office, this paragraph does not apply to me.*

**UPDATING CONTACT INFORMATION:** I understand and agree that I am responsible for keeping Concordia College records up to date with my name, current physical addresses, email addresses, and phone numbers by contacting the Business Office at 218-299-3150 or by following the procedure at <https://cobbernet.s3.amazonaws.com/files/resources/addresschanges.pdf>. The linked procedure is incorporated herein by reference. Upon leaving Concordia College for any reason, it is my responsibility to provide Concordia College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Concordia College.

**BILLING ERRORS AND INQUIRIES REGARDING BILLING ASSESSMENTS:** I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Concordia College. If I believe information on my billing statement is incorrect, I must notify the Business Office, Concordia College, 901 8<sup>th</sup> St S, Moorhead MN 56562 in writing or by phone (218-299-3150) within 60 days of the notice detailing the information believed to be incorrect.

**STUDENT AGE:** 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 Concordia College are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

**WITHDRAWAL:** If I decide to completely withdraw from Concordia College, I will contact the Center for Student Success at 218-299-4551 or [success@cord.edu](mailto:success@cord.edu).

**NOTICE OF CHANGES:** Concordia College reserves the right to modify the terms and conditions of this agreement at any time by notifying me in advance.

**GOVERNING LAW:** This agreement shall be subject to the laws of the State of Minnesota. Any dispute arising under this agreement shall be venued in the district court in Clay County, Minnesota.

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Concordia College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Concordia College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.