IMPORTANT INFORMATION
Truth in Lending Act and Billing Rights

The payment of your financial obligations to St. Norbert College will be governed by the St. Norbert College Student Payment and Disclosure Agreement, which you will be required to sign prior to registration. Copies of the agreement are available from the St. Norbert College Bursar Office or online at www.snc.edu/bursar/documents.html.

Under the Student Payment and Disclosure Agreement, your financial transactions with the College are processed through your student account. When a balance exists in your account, you are required to pay that balance in accordance with the agreement. If you have a balance but do not pay it in a timely manner according to the terms of the agreement, you are not in compliance with the agreement.

The following boxes contain information about Late Payment Penalties and account-related fees that we are required to disclose to you under federal regulations concerning the Truth in Lending Act. Please review them carefully.

<table>
<thead>
<tr>
<th>Late Payment Penalty Rates and Late Payment Penalty Charges</th>
</tr>
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<tbody>
<tr>
<td>Annual Percentage Rate (APR)</td>
</tr>
<tr>
<td><strong>How to Avoid Paying Late Payment Penalty</strong></td>
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<th>Fees</th>
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<tr>
<td>Returned Payment Fee via check/on line</td>
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</table>

**How We Will Calculate Your Balance:** We use a method called the “daily balance” method. For each day in the billing cycle, this balance is figured by taking the beginning balance each day, adding any new purchases and charges, and subtracting any payment(s) and credit(s).

**Billing Rights:** Information about your right to dispute transactions is included on the following page:

*****RETAI N A COPY OF THIS DOCUMENT FOR YOUR RECORDS. YOU CAN ALSO OBTAIN A COPY FROM THE ST. NORBERT COLLEGE BURSAR OFFICE*****

Rev 10/2016
Your Billing Rights: Keep This Document For Future Use

What To Do If You Find A Mistake On Your Statement in order to maintain your rights under the Fair Credit Billing Act.

If you think there is an error on your statement, write to us at:

St. Norbert College
Bursar Office
100 Grant Street
De Pere WI 54115

In your letter, give us the following information:

- **Account information:** Your name and College ID number.
- **Dollar amount:** The dollar amount of the suspected error.
- **Description of issue:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us:

- Within 60 days after the error first appeared on your statement.
- At least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong.

You must notify us of any potential errors in writing (not by email or through a College website). You may call, email us, or contact us through a College website for clarification, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

What Will Happen After We Receive Your Letter

When we receive your letter, we must do two things:

1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you Late Payment Penalty on that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen:

- **If we made a mistake:** You will not have to pay the amount in question or any Late Payment Penalty or other fees related to that amount.
- **If we do not believe there was a mistake:** You will have to pay the amount in question, along with applicable late Payment Penalty and fees. We will send you a statement of the amount you owe and the date payment is due. We may then report you as delinquent if you do not pay the amount due. If you receive our explanation but still believe your bill is wrong, you must write to us within 10 days telling us that you still refuse to pay. If you do so, we cannot report you as delinquent without also reporting that you are questioning your bill.
  We must tell you the name of anyone to whom we reported you as delinquent, and we must let those organizations know when the matter has been settled between us. If we do not follow all of the rules above, you do not have to pay the first $50 of the amount you question even if your bill is correct.
The Student Payment and Disclosure Agreement is a legal document that explains the financial responsibility for students attending St. Norbert College (the “College”). If you do not pay the College in a timely manner according to the terms of this agreement, you are still obligated to pay the total amount(s) due and the amount(s) of your late payment(s) may be subject to interest, debt collection and/or legal action as described in this agreement.

The payment of all tuition, fees and other associated costs becomes an obligation upon registration at the College. This agreement may be entered into contemporaneously with or prior to St Norbert College providing educational services. You understand and agree that St Norbert College is providing you educational services for which you are required to pay by the due date of each academic term. Therefore, it is understood and agreed that this agreement is a student loan as the term student loan is used and defined in 11 U.S.C. #523(a)(8).

The College requests that you carefully review this document, which includes disclosures, terms, and conditions, before signing this agreement. If you have any questions, you should call the St. Norbert College Bursar Office at 920-403-3002 or 1-800-597-3922.

This payment agreement will cover your financial obligations to the College for so long as you continue to incur obligations to the College or, if you cease to incur obligations to the College, have an outstanding balance on your student account. If you sign more than one Payment and Disclosure Agreement, the agreement which you last executed shall control the payment of your financial obligations to the College. This agreement supersedes all agreements you have previously signed with the College with respect to your financial obligations to the College. The College reserves the right to modify the terms and conditions of this agreement prior to registration for any semester by sending a written notice to your last known billing address. The College may notify you of these changes through email and you are responsible for regularly checking your College-issued email account for billing updates, notices and modifications.

The College reserves the right to modify the terms and conditions of this agreement prior to registration for any semester by sending a written notice to your last known billing address. The College may notify you of these changes through email and you are responsible for regularly checking your College-issued email account for billing updates, notices and modifications.

The College has the right to take steps to collect your student account balance, including but not limited to the following: prohibiting you from scheduling classes for future semesters and withholding course credits, academic transcripts, and diploma until your balance is paid in full; turning over your student account to a collection agency; authorizing the collection agency to report missed payments to one or more of the national credit bureaus; and taking legal action to collect the balance due.

You authorize the College to release financial information about your student account to those concerned with collecting the balance due. You also authorize the College or any respective agents and contractors to contact you regarding your student account, at the current or any future number for a cellular phone or other wireless device using regular or automated telephone dialing equipment or artificial or pre-recorded voice or text messages. If the College utilizes a collection agency in an effort to collect your overdue student account amount, you agree to reimburse the College for any fees as a result of collection efforts, which may be based on a percentage at a maximum of 33% of the outstanding amount, and all costs and expenses, including reasonable attorneys’ fees, that St. Norbert College incurs in such collection efforts.
St. Norbert College Student Payment and Disclosure Agreement

PAYMENT POLICY
The College requires that your past due balance from a previous semester is paid in full prior to the first day of a subsequent semester. The College may prohibit you from confirming enrollment and participating in classes for any upcoming semester if you have a past due balance.

Deposits and/or down payments may be required prior to each semester. The student will be notified if a down payment is applicable.

If a payment you make is returned for non-sufficient funds, a $25 Returned Payment fee will be added to the Charges on your account.

J-Term and Summer tuition charges are due the 3rd day of class. The College offers the following fall and spring semester options for payment.

1. STANDARD PAY PLAN - Under the Standard Pay Plan, the student shall pay all charges due on his/her account by August 1st for the fall semester and January 1st for the spring semester. The student will incur no LATE PAYMENT PENALTY if the student pays the entire balance in-full when due. If full payment is not made by the dates specified, a LATE PAYMENT PENALTY will be imposed on the balance due and the account will be treated as delinquent.

2. MONTHLY PAYMENTS - Payment of each semester’s fees through a contractual agreement with Tuition Management Systems (TMS). Information on this payment plan may be obtained by contacting the College Bursar Office, or at www.snc.edu/bursar/payments.html.

REFUND POLICY
Refund consideration is contingent on the student fully withdrawing from the College. The spring/fall semester tuition refund varies from the J-Term and summer semester. You are required to familiarize yourself with the following refund policy:

Tuition (applies to 16-week courses only)  Room (per semester)
100% withdrawal before classes begin  90% withdrawal within 1st week
90% withdrawal within 0-2 weeks  80% withdrawal within 2nd week
50% withdrawal within 3-4 weeks  60% withdrawal within 3rd week
25% withdrawal within 5-8 weeks  40% withdrawal within 4th week
0 withdrawal after 8th week  20% withdrawal within 5th week
0 withdrawal after 5th week

A detailed description of the College’s refund policy can be obtained from the Bursar Office or by accessing the College’s website using the following web address: www.snc.edu/bursar/undergraduate/refunds.html.

All fees are non-refundable. If you fail to follow the proper procedures when dropping a course or withdrawing from the College, you will be required to pay the full tuition, fees and LATE PAYMENT PENALTIES due on your student account in addition to any future LATE PAYMENT PENALTIES that may accrue on your unpaid balance. If you sign a College housing contract, you commit to a housing term of one year and will be responsible for all the charges associated with the term of your housing contract. Meal plan adjustments will be prorated based on the number of weeks and/or meal dollars used. Please refer to the St. Norbert College Housing Policies for additional information concerning termination of the housing contract.

All full-time registered students of the College are required to be covered under a health insurance plan. Students will automatically be enrolled in the Student Health Plan and a premium fee will be assessed to his/her student tuition account unless proof of qualified insurance is submitted at www.snc.edu/health/fees.html.

With my signature below, I acknowledge the following:

- I am aware of the above Truth in Lending Act and Billing Rights disclosures, also located at www.snc.edu/financedepartment/docs/Disclosure_Agreement.pdf.
- I have read, understand and agree to the terms and conditions in this Payment and Disclosure Agreement.
- I will abide by the payment and refund policies established by the College.
- I am aware of my responsibility to keep my contact information current with the College. This includes permanent postal mailing, e-mail address, and any cellular phone or other wireless device.
- I consent to receive all information pertaining to my student account at St. Norbert College electronically, including the billing statement and 1098-T IRS Tax Form.
- I am aware that failure to fulfill all payment obligations may result in action taken by an agency designated to collect the entire balance on my account.
- I will not be issued official grade transcripts or be permitted to attend subsequent semesters until such time as all charges have been paid in full.
- My diploma will not be issued unless all charges have been satisfied and exit requirements have been met.
- This agreement authorizes the Bursar Office to give my billing account information out to parent(s), guardian(s), and/or spouse upon inquiry. If I DO NOT authorize this access, I must NOTIFY THE COLLEGE IN WRITING.
- I authorize the College to apply any of my Title IV Funds to charges processed through my student account and to prior balances when permissible by law.

This agreement shall remain in effect for the duration of the individual’s enrollment at St. Norbert College.

Student Name________________________________________________________
Parent or Guardian____________________________________________________

Soc. Sec. # __________________________ Phone# __________________________
Soc. Sec. # __________________________ Phone# __________________________

Address______________________________________________________________
Address______________________________________________________________

City________________________ State_________ Zip________________________
City________________________ State_________ Zip________________________

Student Signature________________________ Date__________
Signature________________________ Date__________

***Please print, sign and return the last two pages of this Agreement to the Bursar Office, St. Norbert College, 100 Grant Street, De Pere, WI 54115***