

**Student Financial Responsibility Agreement**  
**TERMS AND CONDITIONS OF YOUR REGISTRATION**

By enrolling in classes at the University of Wyoming (UW), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The following terms and conditions are financial requirements of each student’s education related to their registration for a term at the University of Wyoming. The payment of tuition and fees is the obligation of the student. By processing a course registration either via the Web or by submitting a course request form to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- Registering constitutes a financial agreement between you (“Student”) and the University of Wyoming (“University”). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, interest, and bookstore charges (“Charges”), shall be added to your student account and are considered a loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for understanding the University’s official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the “University of Wyoming’s Catalog” for the term of enrollment.
  - o All fall semester charges are due on September 15, all spring charges are due by February 15, and all summer charges are due by June 1. Any student with an unpaid balance after the payment date will be assessed a \$50.00 non-refundable late fee for each month a payment is missed/late or only a partial payment is received.
- Installment payment agreements are available for those that need more time to pay.
  - o An optional early installment date is available for fall (August 15) and spring (January 15) prior to the due date to allow for five installments.
  - o The first installment payment is due on September 15 (fall semester), February 15 (spring semester), and June 1 (summer semester).
  - o The second installment payment is due on October 15 (fall semester), March 15 (spring semester) and July 1 (summer semester).
  - o The third installment payment is due November 15 (fall semester), April 15 (spring semester), and August 1 (final payment for summer semester).
  - o The fourth and final (fall/spring) installment payment is due December 15 (fall semester) and May 15 (spring semester).
  - o You will have a financial hold placed on your account if you fail to pay by the deadline or miss, are late, or only make partial payments on any of the monthly payments. Interest will begin to accrue at 1.5% per month. This financial hold will restrict your ability to register, add/drop classes, request transcripts, receive diplomas, etc.
- Charges may be prepaid at any time in whole or in part without premium or penalty.
- You understand that administrative, clerical or technical billing errors by the University do not absolve you of your financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of your registration at the University.
- If a payment is made on your account and the payment is returned to the University as a result of insufficient funds or otherwise, you agree to pay us the return payment fee in addition to the original amount within ten calendar days. Registered classes secured by a returned payment are subject to cancellation.
- In the event that you become delinquent in paying Charges or default in repaying Charges you may be liable to reimburse the University of Wyoming the fees of any collection agency, which may be based on a percentage of the debt up to 20%, and all costs and expenses, including, but not limited to, credit card convenience fees of 2.95% (domestic) 4.25%(international) and reasonable attorneys’ fees the university may incur in such collection efforts in accordance with Wyoming state statutes.
- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Refunds are only available during drop period or for all-school withdrawals during refund period. Withdrawals on individual classes are not eligible for a refund. The refund schedule can be found in the Tuition and Fee section of the applicable course schedule found at [www.uwyo.edu/registrar/class\\_schedules/index.html](http://www.uwyo.edu/registrar/class_schedules/index.html) and withdrawal process can be found at [www.uwyo.edu/dos/student-resources/all-school-withdrawal.html](http://www.uwyo.edu/dos/student-resources/all-school-withdrawal.html).
- The University accepts payments via student financial aid and third party sponsorship, but the responsibility for payment remains with you. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third-party sponsors do not pay within a reasonable period, you will be required to pay the full amount due. Please be aware that you may still owe tuition even if you lose your financial aid because you dropped classes or did not attend. Check with the Financial Aid Office before you drop classes.
- You must attend classes to be eligible for federal financial aid. Once aid has been disbursed, if you drop classes or fail to attend classes, you may immediately owe part or all of your federal financial aid back. This is true even if the financial aid disbursement covered your tuition bill and you did not receive a credit balance refund.
- In the event that you are also a University employee, the University may deduct the delinquent amount from your paycheck.
- You consent to receive email notifications to your @uwyo.edu email address of the availability of an e-bill (electronic billing statement) and consent to review billing statement information on the University’s web payment system
- You consent to receive your annual IRS Form 1098-T electronically from the University. You understand that you will not receive your 1098-T form via US mail and that your tax information is available electronically. You understand that you can withdraw this consent by visiting the Student Financial Services office in Knight Hall or emailing sfs@uwyo.edu.
- It is your responsibility to check your @uwyo.edu email account daily and maintain a current postal address to ensure receipt of all University correspondence.
- You authorize the university, the department, and their respective agents and contractors to contact me regarding my loan, student account or any balance owed to the university, including repayment of my loan, student account, or any balance owed at my current or any future email address(es), cellular phone number(s) or wireless device(s) either provided or acquired for my cellular phone or other wireless device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- You understand the university reserves the right to report both positive and negative payment histories to credit-reporting agencies and may obtain a credit report at any time in the future to review my account.

By clicking “I Agree” below, I certify that I have read the above terms and conditions and agree to abide by and be bound by the above terms and conditions.

I Agree