

# Student Financial Agreement

## Payment of Fees

I understand that each term when I register for any class at Lower Columbia College I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration.

I understand I am responsible for paying all tuition and fees even if my planned source of funding ends up not covering my charges. If my funding source has additional requirements like a separate application or student loan documents, I understand that I am responsible for completing those requirements by their deadlines.

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## Drop for Nonpayment

The College routinely drops students for nonpayment after the tuition due date. However, I understand I cannot count on the College to drop me for nonpayment. If I do not plan to attend a class, I understand I must drop it online or submit a drop request to [registration@lowercolumbia.edu](mailto:registration@lowercolumbia.edu), or I will be responsible for paying all charges, and may receive failing grades on my transcript.

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## Refunds

I understand that if I withdraw from a class, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule as provided in the Lower Columbia College academic catalog: <https://lowercolumbia.edu/publications/catalog/welcome/refunds/>. I understand that short classes have different deadlines and it is my responsibility to check the refund dates for my classes.

I have read the terms of the published tuition refund schedule and understand those terms. I understand that my failure to attend class does not absolve me of my financial responsibility as described above.

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## Communication of Billing Information

I understand that it is my responsibility to monitor my student account activity online via ctcLink (<https://gateway.ctclink.us>) and pay the charges by the published due dates. Not receiving a bill does not absolve me of my financial responsibility.

As a courtesy, the College may send reminder emails regarding balances. I understand that the College uses the email address I designate as “preferred” in ctcLink as an official method of communication with me, and that I am responsible for reading the communications I receive via email in a timely manner. Lower Columbia College does not send billing statements to students unless requested. To request a billing statement, contact [finance@lowercolumbia.edu](mailto:finance@lowercolumbia.edu).

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## Financial Hold

I understand that if I fail to pay all charges by the scheduled due date, LCC will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma.

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## Financial Aid

I understand that my Financial Aid award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my student account and resulted in a credit balance that was refunded to me.

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## Contact

I authorize Lower Columbia College and its agents to contact me at my current and any future phone number(s) or email address(s) regarding my delinquent student account. I understand I may withdraw my consent to call my phone by submitting my request in writing to Lower Columbia College or to the applicable contractor or agent contacting me on behalf of Lower Columbia College.

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## Collection Agency Fees

I understand and accept that if I fail to pay my student account, my past due account will be assigned to a collection agency and may be reported to credit bureau organizations. I further understand that I am responsible for paying collection agency fees and charges, in accordance with Washington State law.