



Promissory Note Facts

A promissory note is a payment agreement that a student makes with the University to pay any and all balances by the end of that semester. In order to sign a promissory note, the student must meet and agree to the following:

Student has paid at least 75% of tuition, fees, room, and board or 75% of the tuition, fees, room, and board is covered by financial aid, out of pocket payments, or any other sources.

The remaining 25% of the balance is due in 3 monthly installments or by the end of the semester in which the promissory note balance occurred.

There is a promissory note fee of **\$85.00** and a one- time 6% interest fee on the remaining balance that will be assessed at the time the promissory note is signed.

If any charges are added during the course of a semester including but not limited to: when classes are added, room, board, traffic fines, or any other charges after the promissory note is signed, the student is responsible for the increase in balance. If a student withdraws, stop attending class without properly withdrawing or resigns from the university after (14th class day fall/spring, 7th class day summer), the student is still responsible for the balance on the student's account.

If the account balance is not paid in full by the end of the semester, the student will be blocked from registration for any upcoming semesters, transcripts, and any other university services until the account is paid in full.

The delinquent balances are reported to the collection agency at the end of each semester and the student will incur collection costs from the collections agencies.

Students should log into their banner web account to view their account balance. All transactions, charges, payments or balances are reflected in Banner Web under the student's account summary. The student is sent a bill via email as long as they are a current student. Once the student's email address is disabled, the university will send a paper bill to the mailing address that is on file.

ACCOUNTS WILL NOT BE DISCUSSED OVER THE PHONE UNLESS YOU HAVE COMPLETED A FERPA FORM AND CAN PROVIDE INFORMATION. IF A FERPA FORM HAS NOT BEEN COMPLETED, YOU MUST COME TO THE STUDENT ACCOUNTS OFFICE OR CASHIERS WINDOW FOR ACCOUNT INQUIRIES.