

Molloy College
Student Financial Services – Office of the Bursar

Student Registration Agreement (READ ONLY VERSION)

(The Agreement will be available to sign and submit when you log into your Lion's Den Account at the time of Registration each semester)

I understand that once I am registered for any course(s) at Molloy College or receive any service from Molloy College, I become solely responsible for payment of the resulting tuition, fees, room and board and other associated costs as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes my promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

The duties and obligations of the College under this Agreement may be suspended or, at the College's discretion, modified to substitute a reasonable alternative for delivering academic instruction and other services immediately without notice during all periods that the College's campuses are closed due to circumstances beyond the College's control, including, but not limited to, compliance with any law, decree, or order of any federal, state, or local governmental agency or authority, riots, war, public disturbances, strikes, lockouts, labor disputes, fires, floods, extreme weather events, Acts of God, pandemic, epidemic, or any other circumstances beyond the College's control which make it impossible, illegal, or impractical for the College to satisfy its obligations under this Agreement (a "Force Majeure Event"). In the case of a Force Majeure Event, the College's duties and obligations under this Agreement may be suspended, postponed, or modified to substitute a reasonable alternative until such time as the College, in its sole discretion, may safely reopen its campuses. The Parties acknowledge and agree that the sole remedy for a Force Majeure Event is future service delivery, if and when possible, and that their obligations under this Agreement will continue. For the sake of clarity, no portion of any tuition and fees paid or outstanding will be refunded or cancelled if the College is closed, unable to provide classes, instruction, or other services, or such classes, instruction, or services are modified to the extent that such closing, inability, or modification has been caused by a Force Majeure Event. Any failure, delay, or modification in the performance of classes, instruction, or other services of the College because of a Force Majeure Event will not relieve the Parties of their obligations to pay any amounts owed under this Agreement.

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 published tuition refund schedule at <http://www.molloy.edu/about-molloy-college/offices-and-services/bursar/tuition-refund-policy>

I further understand that in accordance with federal regulations pertaining to financial aid, any unearned financial aid must be returned to the Department of Education. Please refer to the withdrawal forms, which include withdrawal consequences by following this link: <https://www.molloy.edu/Documents/Registrar/WithdrawalFromCollege.pdf>

I have read the terms and conditions of the published tuition refund schedule and the financial aid withdrawal consequences and I understand those terms are incorporated herein by reference.

I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Failure to Pay

It is the responsibility of the student to ensure that the billing address is correct.

The exact due date will be printed on the initial billing invoice. This date is linked to the General Registration date. On or after this date, any student who registers for Fall or Spring semesters must pay in full upon registration.

Payment for the Fall semester is due early August, as noted in the Academic Calendar.

Payment for the Spring semester is due early January, as noted in the Academic Calendar.

Students who fail to comply with the statement due date will receive monthly past due invoices for a minimum of three invoices per semester. In addition, a Bursar Hold will be placed on the student account. The consequences of a Bursar Hold include:

- The student will be prevented from making any changes to their current registration
- The student will not be permitted to register for any upcoming semesters
- Clearance to take state or professional examinations will not be granted
- Requests for copies of Transcripts will not be accepted
- Diplomas will not be released

Account holders may expect to receive reminder notifications from Molloy College after an account is 60 days past due. In addition, a late fee of \$15 may be imposed on any outstanding balance 60 days and older.

Collections for Nonpayment

I understand and accept that if I fail to pay my student account bill or any monies due and owing Molloy College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Molloy College may refer my delinquent account to a collection agency. I further understand that if Molloy College refers my student account balance to a third party for collection, a collection fee will be assessed and will be paid to the collection agency as a percentage of each payment made. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed {25 percent} 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.

**** Please note, if the account placed in collections remains unpaid after one year and must be placed with a second collection agency, the fee may not exceed 33 1/3%.***

Tuition Refund Policy

For courses which run for a full term*, I understand that when a student withdraws from any course(s) by filing a written formal withdrawal notice with the Office of the Registrar, refunds will be granted for Tuition/Housing ONLY as follows:

	Percent Due to Molloy	Percent of Refund
Before the beginning of the semester	0%	100%
Within the first week	0%	100%
Within the second week	25%	75%
Within the third week	50%	50%
After the third week	100%	NO REFUND

Fees are non-refundable beginning on the start date of the semester or term as noted on the Academic Calendar.

Unofficial withdrawals will be calculated using the last date of attendance as reported by Registrar.

*For sub terms, contact the Office of the Bursar at 516-323-4100 for refund calculations.

Communication

Method of Communication:

I understand and agree that Molloy College uses e-mail as an official method of communication with me and that I am responsible for reading all emails I receive from Molloy College on a timely basis.

Letters sent through the postal service is another official method of communication. I understand that I am responsible to read all letters I receive through the mail on a timely basis.

Contact:

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

Updating Contact Information:

I understand and agree that I am responsible for keeping Molloy College records up to date with my current physical addresses, email addresses and phone numbers by following the procedure at Molloy College. Upon leaving Molloy College for any reason, it is my responsibility to provide Molloy College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Molloy College. Updating contact information can be completed by logging into my Lion's Den Account at <https://lionsden.molloy.edu/ICS>; clicking on "Personal Information" at the top of the page; clicking on "Personal Information" again; scrolling to the bottom of the page and clicking "Next Page." All contact information can be updated here.

Entire Agreement:

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Molloy 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 Molloy College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Unless otherwise modified (signed by me), I understand that this agreement is in effect for as long as I am registered for classes at Molloy College including any past or future registrations.

Agreement:

I hereby acknowledge that I have read this agreement and understand it. By manually signing and returning this agreement or by clicking on and checking the "I Agree" button below, which I understand shall constitute my e-signature, I am consenting to be bound by this agreement which shall serve as my promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date, thereby obligating me to pay off any outstanding balance due to Molloy College.

Updated 4/29/2020