

UCID E-mail Address Used for Communication

NJIT will use your UCID@njit.edu e-mail address for official communications with you. Faculty, advisors, and administrative offices (Registrar, Bursar, Student Financial Aid Services, and others) all send important notices to this address only. It is your responsibility to monitor this account on a regular basis while enrolled at NJIT. For additional information on this e-mail policy, visit:

<https://www.njit.edu/policies/university-provided-email-policy>

Financial Obligations You Accept

- **Promise To Pay:** I understand that when I register for any class at New Jersey Institute of Technology (NJIT) or receive any service from NJIT I accept full responsibility to pay all tuition, fees and other associated costs assessed 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 a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which NJIT is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.
- **No Refunds due to changes in course delivery modality:** I understand that NJIT plans to deliver courses through a 'Converged Learning' modality which provides instructional flexibility in the event that, at any point during the semester, all or part of in-person classes are required to be delivered entirely on-line. I understand and expressly agree to waive any claims for a full, or partial credit, or refund, of tuition and fees assessed to my account for the impacted semester regardless of whether the instruction was delivered in-person or online
- **Obligation to Pay Continues if Classes are Dropped/Withdrawn:** I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of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 (<https://www5.njit.edu/bursar/critical-due-dates/>) tuition refund schedule. I have read the terms and conditions of the published tuition refund schedule and 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.
- **NJIT Uses E-Billing:** I understand that NJIT uses electronic billing statements as its official billing method, and therefore I am responsible for viewing my electronic billing statement and paying my student account by the scheduled due date. I further understand that failure to review my electronic billing statement does not constitute a valid reason for not paying my bill on time.
- **Agree to Receive Electronic 1098-T:** I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from NJIT. I understand that I can withdraw this consent by completing the Revocation of Electronic 1098-T Consent Form here (https://www5.njit.edu/bursar/sites/bursar/files/Revoke%20eConsent%20of%201098-T%20Form_0.pdf) and a paper copy will be provided to me.
- **Agree to be Contacted:** I authorize NJIT and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s)

regarding my delinquent student account(s)/loan(s), any other debt I owe to NJIT, or to receive general information from NJIT. I authorize NJIT and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal 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 NJIT via email to Bursar@njit.edu or in writing to the applicable contractor or agent contacting me on behalf of NJIT.

- **Late Fees:** I understand and agree that if I fail to pay my student account bill or any monies due and owing NJIT by the scheduled due date, NJIT will assess a \$250 payment penalty to any unpaid account immediately following the 100% percent refund period. I also understand and agree that if I fail to pay my student account bill or any monies due and owing NJIT by the scheduled due date, NJIT will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.
- **Collection Agency Fees:** I understand and accept that if I fail to pay my student account bill or any monies due and owing NJIT by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, NJIT may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 33% of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus and may be subject to withholding of any eligible State of New Jersey tax refund through the state's SOIL Program.
- **Billing Errors:** I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at NJIT.
- **Returned Payments/Failed Payment Agreements:** If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$30.00. I understand that multiple returned payments may result in my inability to pay by personal check in the future. Also, failure to comply with the terms of any payment plan or agreement I sign with NJIT may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at NJIT.
- **Financial Aid/Federal Aid:** I understand that aid described as "memo aid" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program. 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 account and resulted in a credit balance that was refunded to me.

- **Title IV Financial Aid:** I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. I authorize NJIT to apply my Title IV financial aid (i.e., Federal Pell Grant, Federal SEOG Grant, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Graduate PLUS Loan, and Federal Direct Parent PLUS Loans) to other charges assessed to my student account such as student health insurance, parking permits, bookstore charges, service fees and fines, and any other education related charges. I further understand that this authorization will remain in effect until I rescind it. I understand that I can withdraw this consent at any time by completing the Revocation of eConsent of Use Title IV Funds Form here (<https://www5.njit.edu/bursar/downloadable-forms/>).
- **Prizes, Awards, Scholarships, Grants:** I understand that all prizes, awards, scholarships and grants awarded to me by NJIT will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.
- **Entire Agreement:** This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and NJIT, 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.