

COE COLLEGE REGISTRATION FORM

ID Number

Last Name, First Name, Middle Initial

Term

Year

COURSE ADDITIONS*



*If a course is closed, the faculty member must initial, indicating their permission for your enrollment

Faculty Initials	Course Prefix-Number-Section (Ex. PSY-115-03)	Course Title	Course Credit	Days	Time	Repeat	Audit

COURSE DROP OR WITHDRAWAL

Faculty Initials	Course Prefix-Number-Section (Ex. PSY-115-03)	Course Title	Course Credit	Days	Time

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Please Note: Once you have completed your portion of the materials, please use your Coe email to send them to o-registrar@coe.edu, and copy your advisor, and the faculty member if applicable. Advisors and Faculty members are to "reply all" from their Coe email to supply their statement of approval. Until further notice, emails sent from all parties in conjunction with this form will serve as a signature.

COE COLLEGE
FINANCIAL RESPONSIBILITY AGREEMENT

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Coe College, or receive any service from Coe College, I accept full responsibility to pay all tuition, fees and other associated costs assessed at any time as a result of my registration and/or receipt of services, notwithstanding any anticipated third-party resource, including but not limited to financial aid, family gift, employer reimbursement or any other external resource. 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 Coe College 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.)

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 Coe College's Tuition Refund Policies. I have read the terms and conditions of the published Tuition Refund Policies in the Tuition and Fees section of the catalog for the College in which I am enrolled. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Coe College by the scheduled due date, Coe College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Coe College by the scheduled due date, Coe College will assess a finance charge at the rate of 1.25% monthly (15% annual).

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Coe College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Coe College 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 40% of my delinquent account, together with all reasonable 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.

COMMUNICATION

Method of Communication: I understand and agree that Coe College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Coe College on a timely basis. Furthermore, I understand that I may withdraw my consent to receiving tuition statements, tax forms, etc. electronically by submitting my request in writing to Coe College, Business Office, 1220 First Ave NE, Cedar Rapids, Iowa 52402.

Contact: I authorize Coe College and its agents and contractors (including collection agencies) 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 Coe College, or to receive general information from Coe College. I authorize Coe College 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 (i) call my cellular phone; or (ii) contact me via automated telephone dialing equipment, artificial or pre-recorded voice or text messages by submitting my request in writing to the Coe College Business Office or in writing to the applicable contractor or agent contacting me on behalf of Coe College.

Updating Contact Information: I understand and agree that I am responsible for keeping Coe College records up to date with my current physical addresses, email addresses, and phone numbers by following the procedures on My.Coe.edu. Upon leaving Coe College for any reason, it is my responsibility to provide Coe College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Coe College.

ENTIRE AGREEMENT

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

METHOD OF BILLING

I understand that Coe College uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available via CASHNet on My.Coe.edu.

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 Coe College.

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 \$25.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Coe College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Coe College.

WITHDRAWAL

If I decide to completely withdraw from Coe College, I will follow the instructions at <http://www.coe.edu/campuslife/student-services/business-office/student-accounts-handbook/withdrawal-process> which I understand and agree are incorporated herein by reference.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that Coe College is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits Coe College from releasing any information from my education record without my written permission. Therefore, I understand that if I want Coe College to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <http://www.coe.edu/campuslife/student-services/business-office/student-accounts-handbook/statement-of-account-notification>. I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Coe College upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Coe College, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Coe College. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by following the instructions at <http://www.coe.edu/campuslife/student-services/business-office/student-accounts-handbook/1098t-information>.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Coe College are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

AGREEMENT TERM

I understand that this Agreement shall remain in full force and effect so long as I am registered at and/or have an outstanding balance with Coe College.

SIGNATURE

I hereby acknowledge that I have read this agreement and understand it. By signing below, I consent to the electronic processing of this agreement and understand I am consenting to be bound by this agreement which shall serve as a promissory note, thereby obligating me to pay all outstanding balances due Coe College. I understand and agree that my submission of this document acts as my signature and will have the same legal effect as a signature on paper.

Student Name (Print): _____

Coe ID Number: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature (If student is Under 18): _____

Date: _____

Office Use: YR _____ Trm _____

Entered to EX _____