

BSN – LINC Program

University of Wisconsin – Green Bay University of Wisconsin – Extension

Terms and Conditions Agreement

BACKGROUND:

At its discretion, the University of Wisconsin – Green Bay collaboratively with University of Wisconsin – Extension as BSN-LINC (“BSN-LINC”) would like to provide certain educational services to me, including, but not limited to classes and coursework.

In order to enroll in classes with BSN-LINC and remain registered, BSN-LINC requires that I pay in full the amount of any fees, tuition, and other miscellaneous charges incurred in connection with my attendance with the BSN-LINC program, by the registration deadline for each semester.

UW-Green Bay and UW-Extension will provide me with access to on-line student portal accounts. Through these accounts, among other things, I will be able to register for courses, access my grades and class schedule and make payments.

I am being asked to sign this Agreement now so that, in the event that I am unable to pay the entire balance of tuition and fees by the registration deadline for any term, I understand BSN-LINC will withdraw me from my current course enrollment and remove my access to D2L, unless I have elected to participate in the payment plan.

I. GENERAL ENROLLMENT REQUIREMENTS:

- A. **Payment of Educational Expenses:** In order to enroll as a student and register for courses with the BSN-LINC program, I understand that I am responsible for payment in full of all educational expenses, including applicable tuition, fees, and other charges incurred in connection with my registration and attendance with BSN-LINC. Such payment must be received in full no later than the Registration Deadline Date for each term, unless the student has opted into the payment plan. In order to complete my course registration with BSN-LINC, I am required to enter into this agreement for the purpose of clarifying BSN-LINC’s requirements in regard to payment for educational services, online account services and other related terms and conditions which relate to my receipt of educational services from BSN-LINC.
- B. **Campus Email Account:** UW-Green Bay will provide me with a campus email account. I understand that the official means of communicating via email for the BSN-LINC program is my UW-Green Bay campus email account.
- C. **Access to SIS Accounts:** UW-Green Bay and UW-Extension will provide me with access to on-line Student Information System (SIS) accounts. Through my UWGB SIS account, I will be able to view my grades via my unofficial transcript, view my degree progress report, and apply for

graduation. Through my UWEX SIS account, I will be able to register for classes, make a payment and add or withdraw from all or some of my courses. Payment is due no later than the Registration Deadline Date.

- D. **Payment Plan:** Although all eligible educational expenses are due by the Registration Deadline Date, BSN-LINC recognizes that students may not be able to make such payments in full on the relevant Registration Deadline Date for each term. Upon certain conditions being met, BSN-LINC will extend financial credit to me in order to allow me to repay any credited amounts pursuant to a payment plan detailed below. Tuition, fees, and other charges incurred in connection with my registration and attendance with BSN-LINC are eligible for placement on the Payment Plan. After making the initial payment of 50% of my account balance by the Registration Deadline Date, the Payment Plan will allow me to pay the remainder of my balance later in the term. A Payment Plan Fee of \$50.00 per term will be assessed when the Payment Plan is activated. Information regarding the payment plan is available on the BSN-LINC Payment Plan page (<http://bsnlinc.wisconsin.edu/paymentplan.asp>). Late Fees will be assessed if any installment payment becomes past due. In order to avoid a material breach of this agreement, all outstanding amounts due and owed must be paid by the due dates indicated by BSN-LINC. Failure to make all payments shall result in BSN-LINC initiating collection action as described herein below.

The consequences of failure to pay amounts owed by the relevant due dates are outlined in the provisions below.

- E. **Withdrawal and/or Dropped Classes Requirement:** Should I choose not to remain enrolled in some or all courses with BSN-LINC program, I understand I have an obligation to complete the drop process for courses for which I have registered or I may be charged for them (and may not be eligible for a complete reversal of the charges). The refund schedule and timeframes are available on the Tuition/Financial Information page on the BSN-LINC Tuition/Financial Aid website (<http://www.bsnlinc.wisconsin.edu/financial.asp>). If dropping all courses for the term I will complete the withdrawal process as found on the BSN-LINC Current Students page under the Withdrawal/Refund tab at <http://www.bsnlinc.wisconsin.edu/refund.asp>.

II. TERMS AND CONDITIONS OF AGREEMENT:

- A. **Amounts Owed:** I agree to pay:
- i. The amount of any and all fees, tuition, and other miscellaneous charges incurred in connection with my attendance with the BSN-LINC program assessed and charged to my SIS account.
 - ii. Any other late charges and collection costs that may become due as provided in this agreement.
- B. **Extension of Credit/Payment Plan:** In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of BSN-LINC, I hereby acknowledge and agree that BSN-LINC, may initiate the Payment Plan which I will be

responsible for fulfilling in regard to payment of certain eligible educational expenses by the Registration Deadline Date for the applicable term, as detailed below:

- i. Payment Plans are only available for the fall and spring terms. Only costs incurred for tuition, fees, and other miscellaneous charges as determined by BSN-LINC for each term may be placed on the Payment Plan;
 - ii. To qualify for the Payment Plan for a given term, I must elect to opt-in to the plan in my UWEX SIS account and I must make a minimum down payment equal to 50% of that term's charges no later than the relevant Registration Deadline Date; financial aid payments may be counted toward the down payment.
 - iii. Only if I choose to opt-in to the payment plan will a non-refundable payment plan fee of \$50.00 per term be added to my account after the Registration Deadline Date and such fee is due no later than the second installment due date (see below);
 - iv. The Payment Plan for any given term consists of two required installment payments. The first installment payment is due at the time of registration, but no later than the Registration Deadline Date. The second installment is due on the date indicated on the Registration Confirmation page for such payment; typically, 28 days after the start of classes;
 - v. 50% of the total balance subject to the Payment Plan will be due on each installment due date, plus the payment plan fee which is due with the second installment due date. At its discretion, BSN-LINC may allocate any adjusted amounts to one or both installment due dates;
 - vi. Any students who fails to make their first installment payment by the Registration Deadline Date will be withdrawn from their BSN-LINC courses. Any account balances due and unpaid by the second installment due date will accrue a \$75 late fee and have a registration hold added.
 - vii. BSN-LINC has the right to deny participation in any Payment Plan for any term without further notice to me.
- C. **Changes to Courses or Services:** I understand that all tuition and fees charges are due no later than the Registration Deadline Date, unless the student has opted into the payment plan, even if I have not received notification of charges due. In the event that I enroll in the term after the notifications have been sent out; or make adjustments to my courses, or add additional charges it is my responsibility to be aware of my current balances and due dates.
- D. **Course Cancellation & Registration Hold:** I understand that my failure to pay any amounts assessed by BSN-LINC when due may result in my registration for courses being cancelled without further advance notice and that registration and enrollment for future terms may not be permitted unless my account balance is current.

- E. **Restriction of Records:** I understand and agree that UW-Green Bay will restrict the use of my records to prevent my registration and withhold my transcripts in the event I fail to comply with the payment obligations of this agreement.
- F. **Financial Aid:** I understand and agree that financial aid awarded to me will be credited to my student account and excess funds after all charges are paid will be refunded to me. Any delays in obtaining financial aid will not exempt me from making payments when due on my account. Changes in my credits used for determining aid eligibility may cause the eligibility to be re-calculated and aid to be deducted from my account. I may have to repay aid previously disbursed to me. I hereby understand, agree and consent to my student account being charged for any aid overpayment.
- G. **Default:** I understand and agree that if I fail to make any payment when due, BSN-LINC may declare the entire balance of any amounts owed (including principal and finance charges) to be due and payable within 30 days after giving me notice of such default and demand for payment in full.
- H. **Changes to Terms:** BSN-LINC has the right to unilaterally make changes affecting the terms of my account, including finance charges to be imposed, by having me sign an agreement (either electronically or hard copy) with the updated terms, prior to their effective date.
- I. **Prepayment:** I may pay the remaining balance on my account or more than the minimum payment, if opted into the payment plan, at any time.
- J. **Term of Agreement:** This agreement is effective as of the date agreed and will continue to be in effect until a new agreement is signed.
- K. **Changes to Contact Information:** I agree to inform the UW-Green Bay of any change in my name, address, telephone number, or social security number in a timely manner.
- L. **Waiver of Notices, etc:** I hereby expressly and severally waive by myself as the debtor, demand of payment, presentment for payment, notice of dishonor, notice of non-payment, and all other notices except those required by law, and I further agree that this agreement is controlled by the holding of Board of Regents of the University of Wisconsin System vs. Mussallem 94 Wis. 2d 657, 289 N. W. 2d 8-01 (1980), and that UW-Green Bay or UW-Extension may, without notice to myself as the debtor, and without affecting the liability of myself as the debtor, renew and/or extend this agreement, accept partial payment thereon, or settle or compromise the amount due or owing.
- M. **Release of Information:** I am hereby being given notice and give my consent, as may be required by law, (i) to allow BSN-LINC at its option, to report favorable and unfavorable credit information pertaining to myself (i.e. credit ratings, etc) to credit bureaus and other non-campus

third parties and (ii) in the conduct of its credit granting and collection activities, to release my social security number to these non-campus third parties.

- N. **Collection Costs & Late Fees:** In the event I fail to timely comply with the payment obligations detailed in this agreement, I agree to pay all costs of collection incurred by BSN-LINC including but not limited to collection agency fees, credit bureau fees, legal filing fees, service of process fees, publication fees, witness fees, reasonable attorney fees and recording fees and to pay any finance charges assessed by BSN-LINC. I also understand that BSN-LINC may certify my past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments, or other assets available to the Department in its collection efforts.
- O. **Marital Property Act:** If I am married, I agree that any credit obligations incurred in connection with the Agreement will be incurred in the interest of my marriage or family. Further, I understand that no provision of a marital property agreement, a unilateral statement under Wisconsin Statute §766.59, or a court decree under Wisconsin Statute §766.70 adversely affects the interest of BSN-LINC as a creditor unless BSN-LINC, prior to the time credit is granted, is furnished with a copy of the agreement, statement or decree or has actual knowledge of the adverse provision when the obligation to BSN-LINC is incurred. I understand that if I wish to have a marital property agreement, unilateral statement or court decree considered in connection with the extension of credit under this Agreement, that I will submit a copy of it to the UW-Green Bay's Bursar's Office.

In order to comply with the provisions of the Wisconsin Marital Property Act, I understand that it is necessary for me to provide the information requested so that notice of the extension of credit can be provided to my spouse in the event that I am married.

III. CONSENT TO AGREEMENT/ELECTRONIC SIGNATURE:

By checking "I accept the Terms & Conditions" below, I hereby confirm that I have read the "electronic signature" terms and conditions, I am voluntarily entering into this electronic "Terms and Conditions for Enrollment/Payment Agreement" and I agree to the terms and conditions stated herein above. I hereby consent to the use of this electronic format and my electronic signature to enter into this agreement with BSN-LINC and understand the legal enforcement and consequences thereof. I also hereby confirm that I have read and understand the terms of this Agreement.