



# Financial Responsibility Agreement

By registering for courses at Reed College, I accept responsibility for payment by the due date of all college charges and fees assessed to my student account. I fully accept this debt as my personal financial responsibility. I acknowledge that nonattendance does not relieve me of financial responsibility for the courses in which I am enrolled and that Reed College reserves the right and discretion to modify, change, or suspend the mode, manner, or method of educational delivery or related services. I further agree that I will access my bill online to remain informed of any outstanding balances or other financial obligations. It is my responsibility to keep all of my contact information up-to-date by contacting the business office via the information provided at [reed.edu/business](https://reed.edu/business).

## Student accounts and billing statements

I understand the college communicates all financial information via electronic services using secure online portals and that they will send electronic notifications (emails) to my official Reed College email account. I understand the college has designated electronic billing (e-billing) as the official means of generating tuition bills.

## Refunds

I understand that it is my responsibility to familiarize myself with the college's refund policy, which is located on the college's website and in the annual catalog, and any refund terms in my Reed College housing contract and/or board agreements, and I agree to all terms contained therein.

## Delinquent accounts

I both understand and agree that, if I fail to make the required full payment, enter into satisfactory payment arrangements, or receive financial aid to meet the balance by the established deadline: (1) I may be charged late payment fees and/or interest; (2) I may be restricted from registering for courses this term or for future terms; (3) my transcript and diploma will be placed on hold; (4) I may not receive any evidence of grades or credit earned; and (5) I may be denied other college services until the account is paid.

By initialing here \_\_\_\_\_, I acknowledge that I understand and agree to the aforementioned potential consequences if my account is delinquent, including but not limited to the college withholding my transcript or diploma until the required payment is made.

## Collection agency fees

I understand that accounts more than 120 days past due may be placed with a collection agency. I agree to reimburse the college any collection agency fees, which may be based on a percentage at a maximum of 33% of the debt. I agree to reimburse the college all costs and expenses incurred in the collection efforts, including reasonable attorney fees and court costs.

## Communications

I authorize the college and its respective 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 the college, or to receive general information from the college. Furthermore, I authorize the college and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and email in their effort to contact me. I understand that I may withdraw my consent to call my cellular phone via an automated telephone system by submitting my request in writing to [business-office@reed.edu](mailto:business-office@reed.edu) or in writing to the applicable contractor or agent contacting me on behalf of the college. Upon leaving Reed College for any reason, it is my responsibility to provide Reed College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Reed College.

## Entire agreement, change of terms

This Financial Responsibility Agreement, together with any Reed College housing contract and/or board agreement, supersedes all prior understandings, representations, negotiations, and correspondence between the student and the college with respect to the matters described and constitute the entire agreement between the Parties. These agreements shall not be modified or affected by any course of dealing or course of performance. The college may modify this agreement if I sign the modification. Any modification is specifically limited to those policies and/or terms addressed in the modification. If any provision, term, or clause of this Agreement is declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the Parties.

I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

Student name \_\_\_\_\_ Reed ID \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

If student is under age 18, a parent or legal guardian must sign below.

I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it. Furthermore, I agree that I am fully responsible for paying any charges incurred by my child as a result of registration to attend classes at Reed College or receipt of any service from Reed College in connection therewith and fines, charges, and collection costs incurred as a result of missing deadlines or late payments.

Parent or legal guardian name \_\_\_\_\_

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Please return to Reed College Business Office, 3203 SE Woodstock Blvd, Portland OR 97202-8199, by secure upload at <https://filerobot.reed.edu/groups/business-office>.