



## Terms and Conditions

**Access and use of the Florida State College at Jacksonville Systems is subject to the following terms and conditions (Agreement) as well as all applicable laws and policies of the College and the State of Florida. By accessing and using this system, you agree to be bound by this Agreement.**

### **PAYMENT OF FEES/PROMISE TO PAY**

By registering for courses at Florida State College at Jacksonville, I accept responsibility for payment by the published payment deadline of all tuition, fees and other associated costs assessed to my student account. I further 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 registrations at Florida State College at Jacksonville. I fully accept this debt as my personal financial responsibility.

Some students' such as dual enrollment students, apprenticeship students and those with tuition waivers are exempt from the payment of tuition, fees and related costs. If I am such a student, then I understand that I will not have tuition, fees or related costs assessed to my student account.

Your FSCJ Student ID is the official identification card of Florida State College at Jacksonville. The FSCJ Student ID is required to access College services and facilities, including campus events, library, and pay for print printers and copier services. All FSCJ Student ID cards are the property of the College. If your FSCJ Student ID is lost, stolen or damaged, you can go to the Library Learning Commons offices with your receipt from the Student Financial Services Office stating that you paid the \$10 fee.

I understand 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 Florida State College at Jacksonville. I acknowledge that non-attendance does not relieve me of financial responsibility for the course 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 and that I will access my account online to remain abreast of any outstanding balance or other financial obligations.

### **DELINQUENT ACCOUNTS/COLLECTIONS**

**Financial Hold:** I understand that if I fail to pay my student account bill by the scheduled due date, Florida State College at Jacksonville will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma or certificate.

**Charges:** I understand and agree that, should I fail to make the required full payment or receive financial aid to meet the balance by the established deadline, I may be charged late payments fees and/or interest, I will be restricted from registering for additional courses this term or for future terms, my transcripts and diplomas/certificates will be placed on hold, and I may be denied other Florida State College at Jacksonville services.

I understand and accept that if I fail to pay my student account bill by the scheduled due date, Florida State College at Jacksonville may assess late payment charges until my past due account is paid in full.

I understand and accept that if I fail to pay my student account bill or any monies due and owing Florida State College at Jacksonville by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Florida State College at Jacksonville may refer my delinquent account to a collection agency.

All collection fees, including penalties, late fees, may not exceed 30% to the balance of my indebtedness. I will be liable for all reasonable attorneys' fees, costs and expenses incurred by Florida State College at Jacksonville in its collection efforts. I understand that my delinquent account may be reported to one or more of the national credit bureaus.

## **METHODS OF COMMUNICATION**

FSCJ uses electronic notification as the primary means of communicating with students. These transactions may include but are not limited to: admissions, registration, financial aid notification, billings and student financial information. All notifications will be sent to your student email account. In addition, FSCJ provides many notifications through SMS, (text messages), on an opt-in and or opt-out basis.

Therefore I am responsible for maintaining my records up to date through the [myFSCJ](#) student portal with my current addresses and phone numbers as well as reading the e-mails I receive from Florida State College at Jacksonville on a timely basis.

Florida State College at Jacksonville may enroll any provided cell phone number in the emergency contact system (pending final development), which will be used to alert me to emergency situations at the College.

I authorize Florida State College at Jacksonville and their respective agents and contractors to contact me regarding any loan or debt, including repayment of my loan(s) or debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails. I further understand and agree that Florida State College at Jacksonville can contact me at my addresses and phone numbers by any practical or necessary means including the use of an auto-dialer.

## **FINANCIAL AID**

**Applying for Aid:** 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 classes before Florida State College at Jacksonville's add/drop deadline, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. I agree to pay any subsequent balance resulting from this revoked financial aid.

I understand that if some or all of my financial aid is revoked after it has been disbursed to me, then this will result in a balance due in my student account. This balance due is directly related to the award of my Title IV Federal Financial Aid Award. In the event that such a balance occurs,

then this terms and conditions serves as a promissory note between me and the Florida State College at Jacksonville to repay such amounts, and I promise and agree to repay all such revoked aid that was refunded on my behalf and resulted in a balance due.

If I decide to completely withdraw from Florida State College at Jacksonville, I will follow the instructions at Florida State College at Jacksonville's website.

I understand that 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 agree to allow all financial aid I receive, including Federal Title IV funds, to pay any and all charges assessed to my account such as tuition, fees, fines, etc.

**Authorizations:** I authorize Florida State College at Jacksonville to perform the following activities:

- use Title IV funds to pay for allowable educationally related charges other than tuition, fees, and room and board, to include but not limited to application fees;
- disburse FWS wages by Electronic Funds Transfer (EFT) to a bank account;
- or
- apply for Title IV funds to prior-year charges other than for tuition, fees, room, and board.

I may cancel or modify my authorization at any time. I understand I will submit a [Termination of Authorization To Deduct Allowable Charges](#) annually if I do not agree to allow charges to be deducted from my financial aid. I understand a cancellation or modification is not retroactive—it takes effect on the date that the school receives it. If I cancel an authorization to use Title IV funds to pay for other allowable charges, Florida State College at Jacksonville may use Title IV funds to pay any authorized charges incurred by me before the notice was received by the school. If I cancel an authorization to hold excess funds, the funds must be paid directly to me as soon as possible but no later than 14 days after the school receives the notice. However, regardless of any authorization obtained, I understand that Florida State College at Jacksonville must pay any remaining balance on Title IV loan funds by the end of the loan period and any other remaining Title IV program funds by the end of the last payment period in the award year for which they were awarded.

Unless otherwise specified, I authorize Florida State College at Jacksonville to carry out the allowable activities for the entire period I am enrolled, including multiple academic years.

**Electronic processes for notifications and authorizations:** I understand that Florida State College at Jacksonville uses U.S. mail and electronic notifications to myFSCJ student account to communicate important notices and disclosures. I understand that Florida State College at Jacksonville may include two or more of the items that require authorization in one statement.

## ERRORS AND OMISSIONS

I understand that administrative, clerical or technical billing errors or omissions 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 Florida State College at Jacksonville.

## **RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS**

I understand that 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. I further understand that multiple returned payments and/or failure to comply with the terms of any Payment Plan or Agreement I sign with Florida State College at Jacksonville may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Florida State College at Jacksonville.

## **IRS FORM 1098-T**

I agree to provide my Social Security Number (SSN) to Florida State College at Jacksonville upon request as required by IRS regulations for Form 1098-T reporting purposes. If I fail to provide my SSN to Florida State College at Jacksonville, I agree to pay any and all IRS fines assessed as a result of my missing SSN. The College collects and uses SSN's for the purposes listed here: <https://catalog.fscj.edu/index.php>

I also consent to receive my annual IRS Form 1098-T electronically from Florida State College at Jacksonville. I understand that I can withdraw this consent by following the instructions at <http://www.fscj.edu/admissions-aid/student-financial-services/student-tax-forms-and-information/>.

## **AWARDS, SCHOLARSHIPS, AND GRANTS**

I understand that all awards, scholarships and grants awarded to me by Florida State College at Jacksonville will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of an 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.

## **PRIVACY RIGHTS AND RESPONSIBILITIES**

Your privacy is very important to us. We will take commercially reasonable measures to secure and store your Information to protect against the loss, misuse and alteration of the Information under our control. We utilize industry-standard security measures when accepting your credit card Information during your registration or other transaction you have initiated with us, as well as whenever we ask you to log in to any of our Sites.

If you become a student at Florida State College at Jacksonville, your educational records are subject to the U.S. federal Family Educational Rights and Privacy Act (FERPA), state laws and your University policies. I further understand that I may revoke my permission at any time.

Florida State College at Jacksonville may update this policy or revise it from time to time. If you are concerned about how your Personal Information is used or disclosed, you should contact us as described below or check back at this Site periodically to obtain a current copy of this Privacy Policy.

## **GOVERNING LAW**

This agreement is delivered in the State of Florida and governed by Florida law.

**In addition to all Florida State College at Jacksonville academic standards and responsibilities, I hereby agree to comply with the terms and conditions specified in this agreement. If I am a financial aid recipient, I understand that I am responsible for adhering to all of the terms and conditions set forth by the financial aid office and financial aid administering agency/agencies. I also understand that it is solely my responsibility to read this information and hereby agree to abide by all rules and regulations described in the Florida State College at Jacksonville College Catalog.**

### **Disclaimers**

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs, activities and employment. For more information, visit the Equal Access/Equal Opportunity page. Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.