



SOUTH TEXAS COLLEGE OF LAW HOUSTON

Student Financial Responsibility Agreement

When you register as a student at South Texas College of Law Houston, you establish an account with the law school through Student Accounts. This agreement is a statement of the terms and conditions of that account, as well as a statement of your rights and responsibilities regarding that account. We recommend that you keep this agreement for your own reference. In the agreement, “law school” refers to South Texas College of Law Houston. The word “I” refers to you, the student. The word “agreement” refers to this agreement and disclosure statement.

This agreement serves as an understanding and acknowledgment that:

- I am at least 18 years of age.
- I am financially responsible for all charges added to my account.
- I understand that if I decide not to attend the courses for which I am registering, it is my responsibility to drop the course(s) by the due date to avoid financial liability. I agree I will be responsible for paying all or a portion of my tuition and fees in accordance with policies published by Student Accounting.
- I understand that, in my first semester of enrollment, if a seat deposit is not paid by the due date, I will be dropped from all classes.
- I understand that, in subsequent semesters, if full financial payment or arrangement (payment plan/financial aid) has not been made by the due date, a “hold” will be placed on my record restricting me from registering, graduating, and obtaining a transcript until the account is paid in full.
- I understand that I may be dropped from classes if I do not pay in full by the due date.
- I understand that if my financial aid is reduced or canceled, I am responsible for the charges on my account.
- I understand that billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other financial obligations related to my enrollment.
- I understand that all official correspondence will be sent to me via my law school email.
- I understand that South Texas College of Law Houston may use an automated calling system/email system and pre-prepared messages to contact me regarding any outstanding charges I may have to any phone, cell, or email listed under my student account. I understand it is my responsibility to update my contact information.
- I understand that South Texas College of Law Houston offers the option to be texted regarding account payments and reminders and that it is my choice to opt-in utilizing the Transact website. I also understand that should I choose to opt-in, it is my responsibility to opt-out if I wish to stop receiving text messages.
- I understand that if any portion of my account remains unpaid at the end of the semester, my account may be forwarded to a collection agency.
- I understand that if the law school does use a collection agency or takes legal action for any account balance due, I will be responsible for all charges owed, in addition to all collection and litigation costs, including attorney’s fees.

Third-Party Billing

I understand that it is my responsibility to submit to the Student Accounts office my third-party agreement letter of credit before the first day of classes or I will be responsible for the outstanding balance.



SOUTH TEXAS COLLEGE OF LAW HOUSTON

Student Financial Responsibility Agreement

- I understand that I will be responsible for any charges that the third party does not pay.
- I understand that any third party could affect any financial aid awards and result in an adjustment to the financial aid award.

Optional Fees

- I understand that the law school offers several methods of payment, some of which have associated service fees. This includes but is not limited to: paying by credit card, international payments, and enrolling in a payment plan.
- I understand that it is my choice to utilize a payment method with an associated fee and that I will be responsible for payment of those fees.
- I understand that these fees are subject to change and will be posted on the payment web portal. It is my responsibility to review the fees before making a payment, as they will be non-refundable.

Personal Information

I understand that it is my responsibility to update, with student services, any changes to my name, social security number, address, email, or phone number.

I understand and agree that by clicking on the “accept” box accompanying this form, I am undertaking a legal obligation that commits me to the terms in the above agreement. I understand that I will not be permitted to register if I do not accept this agreement.