

Naropa University

Student Enrollment Agreement

PAYMENT OF FEES/PROMISE TO PAY

I understand when I register for any class at Naropa University or receive any service from Naropa University, I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree my registration and acceptance of these terms constitutes a contractual 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 Naropa University 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 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 <https://catalog.naropa.edu/financial-aid/#Tuition-Refund-Policy>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

CANCELLATION

If I decide not to attend, I will complete [this cancellation form](#) prior to the start date of the course(s).

PAYMENT PLANS

I understand that I have the option to pay my tuition bill over a period of time by enrolling in a payment plan if I am eligible. If I am eligible and choose to enroll in a payment plan, the following terms apply:

- An enrollment fee of \$45 is due upon enrollment.
- If I do not pay an installment by the deadline, a \$25 late fee will be applied to my bill.
- The amounts I need to pay may change due to recalculations resulting from changes to my bill, such as adding or dropping classes, tuition waivers, financial aid, etc. If this occurs, I understand and agree to my payment plan will rebalance (recalculate) based on these changes, which can impact the amount due for each payment.
- I agree to abide by the Terms and Conditions of the Payment Plan Agreement if I choose to enroll.

METHOD OF BILLING

I understand Naropa University uses electronic billing (e-bill) as its official billing method; therefore, I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand failure to review my e-bill does not constitute a valid reason for paying my bill after the due date. E-bill information is available on the **Student Finance page of Self Service:** <https://naropa-ss.colleague.elluciancloud.com/Student>

BILLING ERRORS

I understand 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 Naropa University.

RETURNED PAYMENTS

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 \$20.

FAILURE TO PAY/RISK OF DISENROLLMENT

I understand that failure to make payment by the published due dates or failure to comply with the terms of any payment plan or agreement I sign with Naropa University may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Naropa University.

DELINQUENT ACCOUNT/COLLECTION

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

Late Payment Charge: I understand and agree if I fail to pay my student account bill or any monies due and owing Naropa University by the scheduled due date, Naropa University will assess late payment fees (\$50).

Collection Agency Fees: I understand and accept if I fail to pay my student account bill or any monies due and owing Naropa University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Naropa University may refer my account to a collection agency. I further understand if Naropa University refers my student account balance to a third party for collection, whether an attorney or collection agency, I will be responsible for any costs (including but not limited to collection fees) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed

and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 30 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. 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 Naropa University uses email as an official method of communication with me and that, therefore, I am responsible for reading the emails I receive from Naropa University on a timely basis.

Contact: I authorize Naropa University and its agents and contractors to contact me at my current and any future cellphone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Naropa University, or to receive general information from Naropa University. I authorize Naropa University and its agents and contractors to use automated telephone dialing equipment, artificial or prerecorded 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 call or text my cellphone using automated telephone dialing equipment by submitting a clear revocation request the Naropa University Registrar or to the applicable contractor or agent contacting me on behalf of Naropa University.

Updating Contact Information: I understand and agree that I am responsible for keeping Naropa University records up to date with my current mailing addresses, email addresses, and phone numbers. To review and update this information, please visit <https://naropa-ss.colleague.elluciancloud.com/Student/UserProfile>. Upon leaving Naropa University for any reason, it is my responsibility to provide Naropa University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Naropa University.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand Naropa University is bound by the Family Educational Rights and Privacy Act (FERPA), which prohibits Naropa University from releasing any information from my education record without my written permission. Therefore, I understand if I want Naropa University to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <https://www.naropa.edu/registrar/family-educational-rights-and-privacy-act-ferpa/>. I further understand I may revoke my permission at any time as instructed in the same procedure.

ENTIRE AGREEMENT

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

SEVERABILITY CLAUSE

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.

AGREEMENT

I hereby acknowledge that I have read and expressly consent to Naropa University's Student Enrollment Agreement. I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.