

At Embry Riddle Aeronautical University, the payment of tuition and all other applicable fees becomes an obligation at the time of registration. The Federal Truth-in-lending Act requires a complete disclosure of the terms and conditions governing the payment of the obligation. To comply with these regulations, the University asks students to read carefully the following disclosures, terms and conditions before signing this Agreement. If there are any questions, please call the campus you are attending for an explanation of this document.

The undersigned (hereinafter referred to as “the student”) agrees to pay his/her obligation to Embry Riddle Aeronautical University (hereinafter referred to as “the University”) in accordance with the terms and conditions hereinafter set forth.

The University will use e-mail and online announcements to communicate official University and financial information. The University will provide you with a 24/7 access to your student account. A student with a balance on his/her account will receive a monthly email requesting that the student checks their balance on their student account, through the Student Service Center on ERNIE; payments on the account will be due on or before the last business day of the month.

Before registration is considered valid, the student must pay any prior obligations due on his/her account and make the payment required for the current term. Students cannot use current term Financial Aid to pay prior term’s balance. Students will be notified to check their on-line account. It will itemize any credits due the student for the term, such as loans, scholarships and any other Federal or non-Federal aid. Changes in the student’s obligations will be itemized in the online statement.

If the student receives Title IV federal funds (e.g., Federal Stafford, Plus and Institutional loans), the student may authorize Embry Riddle Aeronautical University to use the Title IV Funds to pay charges other than tuition, fees, room and board, which have been charged to the student account. To authorize ERAU to use the excess Title IV funds to pay for these unpaid charges, please contact your Campus to make this request otherwise the excess will be refunded to the borrower and the charges due will be the student’s responsibility to make direct payment on.

If the student receives Title IV federal funds which will create a credit balance on the student account once it has been disbursed and the term is already in progress (within the first seven days of class) and the funds have not paid; the student may request a book advance at their respective campus.

The student agrees that the University reserves the right to terminate the student’s privilege of paying his/her account under the installment payment plan. In the event of such a termination, the entire balance shall be immediately due and payable. The payment plan will then revert to the semester plan for all future enrollments.

If established payment due dates are not met, the account would be in a delinquent status which may result in cancellation from classes. In the event that a student is delinquent, and the account is turned over to a collection agency, collection fees will be assessed and due at the time of referral, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, which may include attorney's fees, we incur in such collection efforts. If a lawsuit is filed to recover an outstanding balance, the student 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.

The student agrees to inform the University of any change in address or phone number. By providing a telephone number, I understand, agree and give express consent that Embry-Riddle or anyone working on their behalf, including third party vendors, may contact me at the number provided by text, manual dialing the number or by using automated dialing technology. I may withdraw my consent for Embry-Riddle to call my cellular telephone number using automated telephone dialing equipment by submitting a request in writing.

This payment agreement will be in effect with the University for as long as the student continues to incur obligations to the University and/or has an outstanding balance on his/her account. If the student signs a subsequent payment agreement and disclosure statement, the agreement, which was last executed, will take precedence.

By clicking on Accept this agreement, you state your intent to receive your 1098-T form electronically for each year that you attend this university. Furthermore, you agree to return to this site to print, email or save your 1098-T. With this consent for an on-line electronic 1098-T, please understand that a paper copy of your 1098-T will NOT be mailed. If you elect not to consent, a paper copy of your 1098-T will be sent to you via US Mail.

The University reserves the right to change the terms and conditions of the Agreement prior to registration or validation for any term by sending a notice to the student at his/her ERAU email address.

#### IN CASE OF ERRORS OR INQUIRIES ABOUT YOUR ONLINE STATEMENT

The Federal Truth-in-Lending Act requires prompt correction of mistakes on your online statement.

1. If you want to preserve your rights under the Act, here is what to do if you think your statement is wrong or if you need more information about an item on your statement.

a. On a separate sheet of paper or email write (you may telephone your inquiry but doing so will not preserve your rights under this law) the following:

i. Your name and account number.

ii. A description of the error and an explanation (to the extent you can explain) why you believe it is an error.

iii. The dollar amount of the suspected error.

iv. Any other information (such as your address), which you think, will help the University to identify you or the reason for your complaint or inquiry.

Send your billing error notice to the campus that you are attending. Mail or email [sfs@erau.edu](mailto:sfs@erau.edu) it as soon as you can, but in any case, early enough to reach Embry Riddle University within 45 days after the last date of your attendance.

I have read and fully understand the terms of this agreement.