



## IMPORTANT NOTICE

*All Mississippi College students are responsible for reading the information contained in this Agreement. Please read carefully and print a copy for your records before accepting the terms herein and enrolling for courses. If you have any questions regarding this Agreement, contact the Business Office at 601-925-3307.*

## MISSISSIPPI COLLEGE STUDENT ENROLLMENT AND FINANCIAL AGREEMENT

### Registration

I understand that I am registering for academic courses at Mississippi College (MC). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, housing and other related educational expenses associated with my enrollment in academic courses at MC.

### Communication

I understand that email is the university's official means of communication. All emails will be sent to my MC email address. I am responsible for reading the information I receive electronically from the university. It is also my responsibility to review my MC student account eBill and make payment by the given deadline.

### Financial Liability Statement

I understand that if my student account is not paid by the given deadline, I will be assessed a late payment penalty. I also understand that a past due student account balance will result in a financial hold. I understand that a financial hold means that MC will withhold grade reports, transcripts, diplomas and other services if I fail to pay tuition and fees. MC will prevent me from further registration activity until all outstanding balances on my student account have been satisfied in full.

### Collection Agency Fees

I understand and accept that if I fail to pay my student account bill or any monies due and owing Mississippi College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Mississippi College may refer my delinquent account to a collection agency. I further understand that if Mississippi College refers my student account balance to a third party for collection, a collection fee will be assessed and will be due 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% 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. I understand that my delinquent account may be reported to one or more of the national credit bureaus. 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 to the Business Office or to the applicable contractor or agent contacting me on behalf of Mississippi College.

### Course Add/Drop and Withdrawal Procedures

I understand that non-attendance does not constitute a withdrawal. I also understand that notifying my professor does not constitute a withdrawal. If I desire to withdraw from the University, I should initiate my withdrawal by accessing the Complete Withdrawal link in the MyMC student portal. I understand that it is necessary for the correct procedure to be followed as discontinuance of class attendance without official withdrawal earns a grade of F in each course.

I understand that dropping my course(s) or withdrawing may not result in any financial credit to my student account. I understand that in order to receive any tuition credit, I must drop my course(s) or withdraw by the published deadline which may be found on the Academic Calendar at <https://www.mc.edu/offices/registrar/calendar/academic-calendars>. Refund policies may be found in the catalog at [http://catalog.mc.edu/content.php?catoid=8&navoid=722#Tuition\\_Refund\\_Policies](http://catalog.mc.edu/content.php?catoid=8&navoid=722#Tuition_Refund_Policies).

### IRS Tax Form 1098-T

I understand that Mississippi College will deliver my IRS Form 1098-T electronically every year I have reportable transactions. If I would rather have a paper form, I must notify the Business Office at [bursar@mc.edu](mailto:bursar@mc.edu) by January 10<sup>th</sup> for the previous tax year.

### Change in Name, Address or Phone Number

I am responsible for updating my MC records with any changes in my name, address or phone number. Personal information must be updated in person in the Registrar's Office, except for my address which can be updated at <http://www.mc.edu/offices/registrar/address-change-request/>.