



Financial and Administrative Services

Welcome to MCC. We have a few items of paperwork that need to be completed as part of the enrollment process.

Please follow the directions below for each form. Print one-sided, sign, date and return to the Student Financial Services office. You can fax, mail, drop off or scan and email the completed forms to trunion@mccs.edu. If you have any questions feel free to contact our office.

1. **Financial Responsibility Statement and Contract.** Please read it carefully. There 2 pages to this form. Please initial on the lines provided next to each bolded & underlined section. Print, sign, date on the lines provided on the back. If you do not know your student ID number we can enter that information for you.
2. **Student Authorization to Release Information.** As stated in the "Release of Information" section of the contract; this is your account. Unless we have written authorization we cannot speak to anyone about your account. This form allows you to give permission to MCC to pass information to those listed on the form. If you wish to give consent, fill in the requested information. Four lines are provided but you do not need to fill them all or give permission to anyone you do not desire.
3. **Unclaimed Property Turnover Policy.** Please read carefully. Print, sign and date.
4. **Identity Authentication.** Please read carefully. Bring the appropriate photo ID to complete the form with Student Financial Services or you may complete it with a Notary Public.



Financial Responsibility Statement and Contract

PAYMENT OF FEES

I understand that when I register for any class at Manhattan Christian College (hereafter referred to as MCC) or receive any service from MCC I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration. I agree when I register for any class to abide by the "Terms of Payment" written within the **MCC Academic Catalog** located on the MCC website. I understand and agree that this contract will be applicable for the duration of my student career at MCC.

I further understand and agree that my registration and acceptance of these terms constitutes a promissory note 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 MCC 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 assigned due date. I understand this is an educational debt and therefore not dischargeable under bankruptcy law.

I understand and agree 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 in the **MCC Student Handbook** located on the MCC website. 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 that my failure to attend class, my failure to drop or withdraw in a timely manner or failure to receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION In the event that my account is not paid in full by the assigned due date the following consequences may occur

_____ **Financial Hold:** I understand and agree that if I fail to pay my student account bill or any monies due and owing MCC by the scheduled due date, MCC will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

_____ **Late Registration Charge:** I understand and agree that if I fail to pay my student account bill or make appropriate arrangements by the scheduled due date, MCC will assess a late registration fee.

_____ **Un-enrollment from classes:** I understand and agree that if I fail to pay my student account and have made no other payment arrangements that I may be un-enrolled from all of my classes. I am still responsible for the financial obligation but I will not be allowed to attend my classes, submit assignments nor receive grades until satisfactory arrangements have been made with the Financial Services and Administration Department.

_____ **Collection Agency Fees:** I understand and accept that if I fail to pay my student account bill or any monies due and owing MCC by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, MCC may refer my delinquent MCC account to an external collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 15% percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. 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 that MCC uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Manhattan Christian College on a timely basis.

_____ **Contact:** I authorize Manhattan Christian College and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to MCC, or to receive general information from MCC. I authorize MCC and its agents and contractors to use automated telephone dialing equipment, personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the Financial Services and Administration Department or in writing to the applicable contractor or agent contacting me on behalf of MCC.

_____ **Updating Contact Information:** I understand and agree that I am responsible for keeping MCC records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure at www.mccks.edu for updating student contact information. The linked procedure is incorporated herein by reference. Upon leaving MCC for any reason, it is my responsibility to provide MCC with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to MCC.

_____ **Release of Information:** I understand my account information can only be released to me. It is my responsibility to notify my parents/legal guardian of my account balance. I may choose to allow information to be released by completing the Student Authorization to Release Information.

_____ **FINANCIAL ASSISTANCE**

I understand that aid described as "estimated" on my Award letter does not represent actual or guaranteed payment, but is an estimate of the assistance I may receive if I meet all requirements stipulated by that aid program. I understand that my financial assistance is contingent upon my continued enrollment and attendance in each class upon which my award eligibility was calculated. If I drop any class before completion, I understand that my assistance eligibility may decrease and some or all of the awards may be revoked. If some or my entire award is revoked because I dropped or failed to attend class, I agree to repay all revoked assistance that was disbursed to my account and resulted in a credit balance that was refunded to me. I agree to allow the financial awards I receive to pay any and all charges assessed to my account at MCC such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees, fines, bookstore charges, or any other amount, in accordance with the terms of the awards.

ENTIRE AGREEMENT

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

Print Name: _____

MCC ID: _____

Student Signature: _____

Date: _____

Office Use Only: _____

MANHATTAN

CHRISTIAN COLLEGE

Financial and Administrative Services

STUDENT AUTHORIZATION TO RELEASE INFORMATION

In accordance with the Family Educational Right to privacy Act of 1974 (FERPA), Manhattan Christian College does not release personal financial assistance information or student billing account information unless requested by the student. I understand that to release information I must complete this form.

I, _____ MCC ID _____,
(Print: Student Name)

hereby consent to the disclosure of any and all financial information maintained by Manhattan Christian College, including, but not limited to: charges, financial assistance or other payments to my parents or other named person/persons/institution/institutions, for the purpose of identifying the status of amounts due to paid the College. I understand this Authorization will remain in effect until revoked in writing or I cease to attend the College.

Please disclose any requested information to the following individual(s) or entity:

_____ Name	_____ Phone Number	_____ Email	_____ Relationship
_____ Name	_____ Phone Number	_____ Email	_____ Relationship
_____ Name	_____ Phone Number	_____ Email	_____ Relationship
_____ Name	_____ Phone Number	_____ Email	_____ Relationship

Signature of Student

Date

Office Use Only: _____



Unclaimed Property Turnover Policy

As a student of Manhattan Christian College, herein referred to as College, I understand that the College will make any and every attempt possible to refund any money due to me. This includes, but is not limited to: security deposit refund, financial assistance refund, credit from dropping classes, outside aid, paychecks for student wages or any other credit on my student account resulting in money due to me. Furthermore, I understand that I need to notify the College immediately upon my change of address, phone number, email or any other contact method. Additionally, I understand the College will make at least one attempt to find me should I have unclaimed property in the form of an outstanding check for more than three months. However, after 180 days the College will cease attempts to locate me and will designate any unclaimed property in my name as a gift to the College on my behalf.

My signature below indicates my voluntary enrollment in the unclaimed property turnover policy.

Print Name

MCC ID

Signature

Date

Office Use Only: _____

Identity Authentication

Manhattan Christian College wants to help you protect your personally identifiable information and assure that no one else is using your identity to receive federal funds or other education-related documents. As part of your enrollment process, you must show a government issued photo ID to a member of the Student Financial Services staff and complete the Statement of Identity below.

If you are unable to verify your identity directly with a member of the Student Financial Services, you may have your identity verified by providing a valid government-issued photo ID and signing the Statement of Identity before a Notary Public. The notarized statement must be returned to a member of the Student Financial Service staff before enrollment can be considered complete.

Examples of government issued photo identification documents include, but are not limited to, a driver's license, other state-issued ID or passport.

Statement of Identity

I certify that I _____ am the individual signing this Statement of Identity.
If I receive any federal student financial assistance I state it will only be used for educational purposes and to pay the cost of attendance at Manhattan Christian College. This statement will continue to be valid during my enrollment in consecutive semesters.

(Student's Signature)

(Date)

(Student ID Number)

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me on the basis of
(Printed name of signer)

satisfactory evidence of identification _____ to be the above-named
(Type of government-issued photo ID provided)

person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____

Office use only: