



## EXTENSION CENTER – FINANCIAL SETTLEMENT AGREEMENT

### STUDENT INFORMATION

Student ID # \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

PLEASE PRINT ALL REQUESTED INFORMATION.

E-mail Address \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_  
Work Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_

Type of Degree: ☐ Bachelor ☐ Associate ☐ Non-Degree Seeking

Extension Center: ☐ El Paso ☐ New Braunfels

Academic year and semester for which you are registering: \_\_\_\_\_ Semester: ☐ Summer I ☐ Summer II ☐ Fall ☐ Spring ☐ May Term

### OFFICIAL ENROLLMENT CONTRACT

#### Student agrees and understands:

- Registration/enrollment **is not considered finalized** without payment in full or approved payment plan confirmation with Tuition Management Systems (TMS). For the purpose of calculating your required payment, you may deduct the amount(s) you reported as Financial Aid Credits from your balance. If the amount(s) reported are not correct, you will be responsible for making up the difference in your remaining payment(s).
- Financial aid will be posted to your student account after your actual enrollment is confirmed; i.e. official registration forms received from the extension campus, posted by the main campus, **and** after classes have officially begun.
- Students requesting state or federal financial aid must file an official degree audit during their first semester of enrollment as a means of verifying that the student is a regular, degree-seeking student. It is the student's responsibility to contact the extension center for instructions for filing the degree audit.
- I agree to be fully responsible for paying the account balance incurred by enrolling and to contact the Extension Director, **in writing**, to cancel enrollment, change classes, or withdraw. Student accounts must be paid in full before officially withdrawing; receiving transcripts of credits, diploma, or access to grades through CampusConnect; or enrolling for future terms.
- I certify that the above information is true and correct to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Extension Director: \_\_\_\_\_ Date: \_\_\_\_\_

### CHARGES AND PAYMENT INFORMATION

Tuition: Credit \$ \_\_\_\_\_ x \_\_\_\_\_ (total hours) ..... \$ \_\_\_\_\_  
OR Audit \$ \_\_\_\_\_ x \_\_\_\_\_ (total hours) ..... \$ \_\_\_\_\_  
Online Fee: ..... \$ \_\_\_\_\_  
Academic Services Fee: ..... \$ \_\_\_\_\_  
Student Record Fee: ..... \$ \_\_\_\_\_  
Financial Aid Credits: List approved and anticipated (total financial aid) ..... \$ \_\_\_\_\_

Loans: \_\_\_\_\_

Scholarships/Grants: \_\_\_\_\_

BALANCE DUE (after posting of **approved** Financial Aid Credits) ..... \$ \_\_\_\_\_  
AMOUNT PAID ..... \$ \_\_\_\_\_

#### DESIRED PAYMENT METHOD (Please check one.)

- ☐ I expect to have no balance due because I have 100% approved financial aid after my loans.
- ☐ I have just made payment arrangements through Tuition Management Systems (TMS) for the full remaining balance (after approved financial aid and estimated loans). TMS may be accessed via the web at [www.afford.com/hputx](http://www.afford.com/hputx), or from HPU's website or by telephone as per the enclosed flyer.

Please indicate your selected TMS payment method as follows:

☐ Credit card ☐ One-time bank draft ☐ TMS monthly payment plan

☐ **A copy of my confirmation from TMS is enclosed. TMS ID No.** \_\_\_\_\_

☐ I prefer HPU to process my payment manually for the full remaining balance (after approved financial aid and estimated loans) using the following method (please select one below). There is a 3% transaction fee for credit card payments over \$100.

☐ Check (enclosed) Amount: \_\_\_\_\_

☐ Credit card (include information requested below) Amount: \_\_\_\_\_

☐ One-time bank draft (include information requested below) Amount: \_\_\_\_\_

#### CREDIT CARD INFORMATION FOR MANUAL PROCESSING (If have paid online with a credit card, please disregard this section.)

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover Card #:

Expiration Date:   /     CVV2# (Last three digits on back of card):

Name as it appears on the card: \_\_\_\_\_

Statement Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

#### BANK ACCOUNT INFORMATION FOR MANUAL PROCESSING (If have paid online with a bank draft, please disregard this section.)

Bank Name: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_