FINANCIAL RESPONSIBILITY AGREEMENT - TERMS AND CONDITIONS

By registering for one or more classes at Heartland Community College for the current semester, you, as the Heartland student, accept personal financial responsibility for payment in full of all student account charges by the stated tuition due date for the semester. (Please refer to the Academic Calendar for the current semester's tuition due date.) After the tuition due date, full payment or enrollment in the College payment plan is required at the time of registration. Anticipated receipt of financial aid awards or other documented financial assistance may also satisfy the payment requirement.

Student account charges may include charges for tuition and other educational fees outlined in the Heartland Community College’s Pay Tuition Information page, any late charges, childcare fees, book purchases, fees assessed for equipment not returned, and any other additional costs which may be incurred by the College in collection of these debts. Heartland Community College retains the right to assign additional charges associated with administration, collection fees, and any other charges incurred by the College in resolving unpaid balances.

As the Heartland student, you also understand you are responsible for canceling your enrollment if you no longer wish to take or complete a course in which you are enrolled. It is your responsibility to officially drop the course by the published refund or withdrawal (dropping with no refund) deadlines. Please view the College Refund Policy and see refund deadlines for the current semester(s). Regardless of your payment status, the College assumes you are enrolled and will be attending unless you withdraw from your course work.

Payment of your student account charges may be made: (1) in person (using cash, check or credit/debit card); (2) over the phone with a credit/debit card (by calling phone number: 309-268-8140); (3) by mailing a check (to 1500 W Raab Rd, Normal, IL 61761; ATTN: Cashier); (4) online at https://my.heartland.edu by logging in and selecting the IRIS tab; and/or (5) by applying for and receiving financial aid awards, federal loans, scholarships, and/or other financial assistance. If you are expecting payment of your tuition charges by another third party payer (for example, College Illinois or your employer) you must contact the College Cashier or Business Office and provide them this information.

As a useful way to budget your educational costs, you understand that a monthly installment payment plan is also available to you. Payment plan enrollment for each semester is required online at the IRIS tab and more information regarding the College payment plan can be found at the Payment Plan Information page. Payment plan balances may be adjusted by the College if your charges increase or decrease during the semester. You will be notified of these changes. Dates for enrolling in the various payment plan options are also available at the Payment Plan Dates page. As a student, you are encouraged to contact one of the College Cashiers, or other College staff in the Business Office or Financial Aid Office for assistance with student account, payment, and financial aid questions. Their phone numbers are: 268-8140 (Cashier); 268-8144 (Business Office); and 268-8020 (Financial Aid).

You also understand that if you chose to add yourself to any course waiting list during the enrollment process you will be responsible for the tuition and fee charges incurred if a seat becomes available and the enrollment is completed. It is your responsibility to monitor your enrollment status in wait-listed courses and pay tuition according to College policy.

You also understand that a Student Appeals process exists for students who need to appeal a College policy when extenuating circumstances prevail. You may refer to the Student Handbook for more information about the Student Appeals process. You can expect all decisions and/or results from the Student Appeals process to be communicated to you, as the student, via postal mail.

You understand that failure to pay any past due debt to the College may result in any or all of the following consequences:

- Delaying your ability to register for classes for the current and/or future semesters;
- Delaying your requests for transcripts, certificates, diplomas, and receipt of academic grades;
- Incurred late charges (or additional charges);
- The College referring the debt to the State of IL, to authorize collection of the debt by offsetting amounts normally due to you from State of IL payroll and/or State of IL tax refunds, etc.;
- The College referring the debt to a collection agency;
- The College or its collection agency reporting the debt to a credit reporting bureau (e.g. Transunion, Equifax, and Experian); and/or
- The College referring the debt to an attorney or other authorized legal debt collection procedures.

Under such circumstances, you are responsible for all reasonable costs incurred by the College in the collection of the past due debt. These costs may include collection and/or attorney fees. All outstanding debts are considered to be educational loans offered for the sole purpose of financing an education and may not be dischargeable in bankruptcy proceedings.

You also authorize Heartland Community College and its agents and affiliates to contact you regarding your student financial account, or any outstanding debts, including repayment of loan(s), at the current or any future phone number that you provide for your land line, cellular phone, or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.