Financial Responsibility Letter

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at New England Conservatory (NEC) or receive any service from NEC I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. 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 NEC 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 published or assigned due date.)

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 tuition refund schedule published online within NEC’s Academic Catalog. 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 or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

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

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing NEC by the scheduled due date, NEC will assess a late payment fee of $375 on my student account.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing NEC by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, NEC may refer my delinquent account to a collection agency. I further understand that if NEC 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 25% of the amount outstanding. 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 NEC 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 NEC on a timely basis.

**Contact:** I authorize NEC 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 NEC, or to receive general information from NEC. I authorize NEC and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and 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 Office of Student Services or in writing to the applicable contractor or agent contacting me on behalf of NEC.

**Updating Contact Information:** I understand and agree that I am responsible for keeping NEC records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure at [https://necmusic.edu/college-student-services](https://necmusic.edu/college-student-services) or 617-585-1282. The linked procedure is incorporated herein by reference. Upon leaving NEC for any reason, it is my responsibility to provide NEC with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to NEC.

BILLING ERRORS

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at NEC.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of $35 I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with NEC may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at NEC.

WITHDRAWAL

If I decide to completely withdraw from NEC, I will follow the instructions at [http://necmusicdev2.prod.acquia-sites.com/registrar/forms-and-downloads](http://necmusicdev2.prod.acquia-sites.com/registrar/forms-and-downloads) which I understand and agree are incorporated herein by reference.
FINANCIAL AID

I understand that aid described as “estimated” on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at NEC 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 aid.

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Stafford and PLUS Loans. I authorize NEC to apply my Title IV financial aid to other charges assessed to my student account such as student health insurance, service fees and fines, and any other education related charges. I further understand that this authorization will remain in effect until the end of academic year.

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships and grants awarded to me by NEC will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that NEC is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits NEC from releasing any information from my education record without my written permission. Therefore, I understand that if I want NEC to share information from my education record with someone else, I must provide written permission by following the procedure outlined at http://necmusicdev2.prod.acquia-sites.com/registrar/forms-and-downloads. I further understand that I may revoke my permission at any time as instructed in the same procedure.
IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to NEC upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to NEC, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that I am also obligated to have my parent or guardian execute the agreement.

ENTIRE AGREEMENT

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

Student Signature: ________________________________ Date: ____________________

Student Name (Printed): __________________________

If student is under age 18 at the time of enrollment:
Please print this form, sign, scan, and send this form back to the NEC Business Office at businessoffice@necmusic.edu

Parent Signature: ________________________________ Date: ____________________

Parent Name (Printed): __________________________