



Cazenovia, New York 13035 (315) 655-7888

### Financial Guarantee Statement

On consideration for enrollment at Cazenovia College, the **undersigned hereby guarantee** the payment of all fees for tuition, housing, and all other financial obligations incurred or hereafter incurred by said student while in attendance at Cazenovia College in accordance with payment terms on the reverse side. We give the staff in the Enrollment Services Office permission to discuss the student's billing account with all parties signing this agreement.

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Student Name (**Print**) and Student ID #

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Student Signature

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\*Student Social Security Number (optional)

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Student Address (permanent mailing address)

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Email Address

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Date

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Student's Home Telephone Number

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Student's cell phone number (Can we text you?) Y/N

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Guarantor Name (Print) (Parent)

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Guarantor Name (Print) (Parent)

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Guarantor Signature (Parent)

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Guarantor Signature (Parent)

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Street Address

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Street Address

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City, State Zip

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City, State Zip

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Email address

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Email address

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Telephone Number

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Telephone Number

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Date

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Date

\*Social Security number will be used for IRS Forms 1098-T, Tuition Statement

**Return completed form to Cazenovia College  
Enrollment Services Center  
22 Sullivan Street  
Cazenovia, NY 13035**

**Please retain a copy for your records**

## My Rights and Responsibilities for payment to CAZENOVIA COLLEGE

1. My enrollment at Cazenovia College is conditional on meeting all financial obligations to the College within the payment terms. Billing and payment information may be found online at <http://www.cazenovia.edu/admissions/enrollment-services/>
2. Cazenovia College uses electronic billing as it's official billing method, and therefore I am responsible for viewing and paying my student account by the scheduled due date. My student financial information is available at <https://selfservice.cazenovia.edu/Student/Account/Login/>
3. Cazenovia College uses my College e-mail account as an official method of communication with me, including notifications of any payment due.
4. If my billing account is not satisfied prior to arrival my on campus, I will receive notification to visit the Enrollment Services Center regarding payment arrangements. If the account cannot be resolved either by payment or approved deferred payment agreement, I understand that my enrollment for that term will be cancelled. Academic transcript and diploma, if applicable, will not be released until the account hold status is resolved. If registration and housing are canceled and later reinstated, Cazenovia College will make every effort to honor my original course selection and room assignment; however, we offer no guarantee.  
Note: Deferred payment agreements consist of the TuitionPay Plan (administered by Cashnet Monthly Payment Plan) an approved Cazenovia College payment plan, or third-party contracts.
5. In the event that I withdraw from Cazenovia College, payment arrangements for all outstanding charges must be made prior to my departure. Academic transcripts will not be issued if I have an unpaid student billing balance. Accounts with balances remaining after withdrawal or graduation may be turned over to a third party collection agency.
6. For any account that must be turned over to a collection agency, I understand that I and/or my guarantor are responsible for all collection costs. Such costs will be added to the outstanding balance due to Cazenovia College.
7. I understand, agree and give express consent that Cazenovia College or anyone working on their behalf, may contact me or my guarantor at any current or future phone and/or cell number provided.

### **CAZENOVIA COLLEGE WITHDRAWAL/REFUND POLICY**

All charges including tuition, room, board, fees and any other listed in the College Catalog, if applicable are due and payable as of the dates specified on the billing statement and in effect at the time classes begin. There is no refund or abatement of any kind because of illness, withdrawal, dismissal or any other cause during a billing period.

- All students are expected to observe community standards and the rules and regulations outlined in the current Cazenovia College Student Handbook.
- No room and board refunds will be made for students removed from college housing during the course of the semester.
- All students must be registered for a minimum of 12 credits per semester to live in college housing. Failure to maintain minimum requirements may lead to removal from college housing. Refunds will not be granted. Any exceptions need to be approved by the Dean for Student Life.
- If the student fails to complete the current year satisfactorily, the College may void this agreement.
- Refunds for institutional charges are made only after an official withdrawal form has been completed by Enrollment Services and the Student Life Offices.
- Refunds are based on the official withdrawal date noted on the withdrawal form. The official withdrawal date is the date written notice was received by Enrollment Services; or in cases of unofficial withdrawals, the last documented recorded date of attendance in classes.
- The Refund Policy pertains to charges after the Add/Drop Period.

1<sup>st</sup> Week (until end of Add/Drop Period) 100% of Tuition, Room, Board, and Fees  
2<sup>nd</sup> Week 75% of Tuition, Room, Board and Fees  
3<sup>rd</sup> Week 50% of Tuition, Room, Board and Fees  
4<sup>th</sup> Week 25% of Tuition, Room Board and Fees  
5<sup>th</sup> Week & after no refund.

### **REFUND POLICY FOR FINANCIAL AID RECIPIENTS**

All students receiving Title IV funds are subject to the Return of Title IV Funds federal regulation. If a student withdraws through the 60 percent of the payment period, the amount of Title IV aid will be calculated according to federal regulation and returned to the Department of Education.

All institutional grants and scholarships will also be calculated and assessed in equal percentages to the refund policy associated with institutional charges. Alternative loans will be adjusted to need.

Students receiving New York State Tuition Assistance Program (TAP) grants are subject to refund guidelines as established by New York State Higher Education Services Corporation.