

SAINT LEO UNIVERSITY STUDENT REGISTRATION AGREEMENT

In addition to all Saint Leo University (Saint Leo) academic standards and policies, I hereby agree to comply with the terms and conditions specified in this financial and enrollment agreements for course enrollment at Saint Leo. If I am a recipient of federal financial aid, I understand I am responsible for following all terms and conditions set forth by the financial aid administering agencies. I acknowledge that detailed information can be found on the Saint Leo University website, and I accept responsibility for reviewing them. Furthermore, I agree to abide by all rules, regulations, and policies outlined in the Student Code of Conduct and Academic Course Catalog. If I reside on campus, I understand that I am also accountable for adhering to the policies and procedures set forth in the Guide for Residential Living. **I UNDERSTAND AND AGREE THAT THIS FINANCIAL RESPONSIBILITY AND REGISTRATION AGREEMENT WILL BE IN EFFECT FROM THE TIME I INITIALLY ENROLL AND/OR REGISTER FOR ANY CLASS, THEREBY INCURRING A FINANCIAL OBLIGATION TO THE UNIVERSITY, AND WILL REMAIN IN EFFECT UNTIL I HAVE PAID IN FULL ANY OUTSTANDING BALANCES ON MY STUDENT ACCOUNT.**

Registration and Registration Charges

I understand that I must be officially registered prior to or no later than the final add date for course(s) in order to participate in and receive academic credit for those courses. I am responsible for knowing and complying with any and all registration deadline dates. All requests to change, add, drop, or withdraw course registrations must be made using the Saint Leo portal or by contacting my academic advisor or Student Success Coach within the appropriate timeline. I understand I am responsible for reviewing my registration and academic record each term for accuracy.

Financial Liability Statement

I agree to pay all Saint Leo charges pursuant to Saint Leo policies. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, housing, meal plan, and any additional costs, when those charges become due. It is my responsibility to view my charges on my Saint Leo account. If using financial assistance, including, but not limited to, federal financial aid, employer tuition assistance, or veteran's administration benefits, I understand once all my financial aid is applied to my account, I am responsible to pay any charges still outstanding and any new charges by the due date. If financial assistance, such as federal or institutional aid, is either not received by Saint Leo or I lose my eligibility to retain financial aid for the term/semester, I assume responsibility for paying all my student obligations.

I understand that a past due student account balance may result in a financial hold, which prevents future registrations as well as other services being offered in accordance with university policy (see below Suspension of Services). A late fee of 1% (12% annually) may be added to any past due balance each month. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. I agree to pay any costs associated with the collection of unpaid charges, including collection agency fees up to 33%, attorney fees and court costs. This agreement shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Pasco County, Florida, regardless of my domicile at the time of such action is brought.

Suspension of Services

I understand and agree that Saint Leo will withhold diplomas, and other services, and that I may not be able to participate in certain privileges, such as graduation ceremonies and events, if I fail to pay tuition and fees or fail to abide by the provisions of this agreement. Saint Leo may prevent me from further registration activity until all outstanding balances on my student account have been resolved. I understand if I enroll prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand if I am participating in the Payment Plan/ Payment Agreement and my payments are not current, my enrollment is also subject to cancellation.

Change in Name, Address, or Phone Number

I am responsible for updating my Saint Leo records with any changes in my name, address, or phone number within seven (7) days of any such change. Personal information can be updated via the Saint Leo portal or by contacting the Registrar's office.

Communications

I understand that Saint Leo student portal and Saint Leo email are the university's official means of communication. I am responsible for reading the information I receive electronically from the university.

I authorize Saint Leo University and its agents and contractors to contact me at my current and any future cellphone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Saint Leo University, or to receive general information from Saint Leo University. I authorize Saint Leo University and its agents and contractors to use automated telephone dialing equipment, artificial or

prerecorded 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 or text my cellphone using automated telephone dialing equipment by submitting a clear revocation request to the applicable contractor or agent contacting me on behalf of Saint Leo University.

Course Add/Drop and Withdrawal Procedures

I understand that if I fail to attend during the first week of class, I will be withdrawn from that class automatically. However, I understand that non-attendance after the first week of class does not constitute a withdrawal. I also understand that notifying my professor does not constitute a withdrawal. I further understand that in order to withdraw or drop my course(s), I am responsible for using the Saint Leo portal or contacting my academic advisor/Student Success Coach to withdraw and/or add my course(s). I understand that withdrawing from my course(s) may affect my standing, progress in my academic program, and/or my progress towards graduation. I understand that adding and withdrawing from any course(s) may affect my Satisfactory Academic Progress (SAP) standing. It is my responsibility to know the University's addition and withdrawal policy, including any and all deadlines.

If I withdraw from all of my courses in a term/semester, I understand I will be considered withdrawn for refund purposes. I understand that application fees and deposits are non-refundable. My tuition will be refunded to my Saint Leo student account according to the refund percentage schedule published in the Saint Leo Academic Course Catalog (Saint Leo complies with state refund requirements). If I am a federal financial aid recipient, I will be subject to the Return of Title IV Funds Calculation regulations.

Student Financial Responsibility and Registration Agreement Renewal

I understand and agree that this Agreement is executed at the time of my initial enrollment at Saint Leo. I further understand that the university will notify me in writing (electronically) to provide me with a copy of any changes or modifications Saint Leo makes to this Agreement during a term in which I am enrolled.

Acknowledgements

I understand by checking the I ACCEPT AND AGREE box below, I am agreeing to all terms and conditions set forth herein above and agree to the incorporation of any other related documents. I enter into this Student Financial Responsibility and Registration Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the university. I also agree and acknowledge that prior to agreeing to this Student

Financial Responsibility and Registration Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole expense.

Saint Leo University Student Complaint Process

Students should attempt to resolve complaints with the university itself. Applicable university policies usually describe the appropriate procedures such as contacting your academic advisor or dean. Student Grievances related policies and procedures may also be found in Saint Leo University [Other University Policies and Procedures](#). Should a student file a complaint with a state or accrediting body, the student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

Filing a complaint with the State of Florida, or an accrediting body does not excuse a student from following any applicable university policies for appeals or challenges to actions taken or to any time frames for the filing of such internal appeals.

SARA Procedures for Student Complaints

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the Florida SARA PRDEC Council. For additional information on the complaint process, please visit the [Florida SARA Complaint Process page](#) or the [FLDOE website](#).