



## UNDERGRADUATE STUDENT ACCOUNT AGREEMENT

STUDENT NAME \_\_\_\_\_ ID# \_\_\_\_\_  
Print or type name

GUARANTOR NAME \_\_\_\_\_ PHONE# \_\_\_\_\_  
Required signature unless student has independent status

By signing below, Student and Guarantor indicate they accept responsibility for payment of the charges for educational services which, from time to time, may be purchased from Willamette University, subject to the following Terms and Conditions. These charges may include tuition, room, meal plan, health insurance (unless waiver is signed), student body and housing fees, library charges, parking fines, and other University charges during the Student's enrollment at Willamette University. Also, the Student consents to Willamette University to reduce any loan received electronically for any moneys due on the Student's accounts from the current or a prior semester. The Student consents to Willamette University to disclose to the Guarantor (s) all information related to the Student's Account.

### TERMS AND CONDITIONS

- 1) Student will be billed each month during the current semester for all unpaid charges on the account. Student and Guarantor, once authorized, will receive an e-mail notifying you that the current invoice is available. Click on the e-mail link, or go directly to <https://secure.willamette.edu/services/quikpay/>. Any balance not paid by the end of the month in which the bill was issued may be assessed a late fee of one percent per month on the unpaid balance.
- 2) Tuition and other charges must be paid on the due dates published by Willamette University prior to the first day of classes for fall and spring semesters. Other incidental charges occurring after the beginning of the semester are due and payable as described in item #1.
- 3) Student and Guarantor (s) promise to pay any attorney's fees or collection costs that might be incurred by Willamette University in the collection on unpaid balances on the account.
- 4) Willamette University reserves the right to disallow the Student's enrollment upon non-payment of unpaid balances.
- 5) Willamette University shall withhold the records, transcripts and diploma of the student until the student account balance is paid in full.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Guarantor Signature)

\_\_\_\_\_  
(Date)

**BOTH THE GUARANTOR AND STUDENT MUST SIGN THIS FORM. PLEASE RETURN THE FORM TO THE FOLLOWING ADDRESS: WILLAMETTE UNIVERSITY, STUDENT ACCOUNTS OFFICE, 900 STATE STREET, SALEM, OR 97301.**