

NUMBER: FINA 4.01 (NEW)
SECTION: Administration and Finance
SUBJECT: Student Statement of Financial Responsibility
DATE: April 14, 2016
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Vice President for Finance and Chief Financial Officer
Issued by: University Finance – Bursar’s Office

I. Policy

All students are required to review, understand, and adhere to university regulations, procedures, requirements, and deadlines as described in all official university publications pertaining to enrollment and associated financial responsibilities.

II. Procedure

Specifically, students are responsible for:

- Registering for courses;
 - Reviewing and agreeing to the Statement of Financial Responsibility;
 - Reviewing their bill for accuracy, (including verification of the tuition rate assessed);
 - Paying any outstanding charges in a timely manner; and
 - Understanding and following the correct procedures and critical deadlines for withdrawing from classes, if applicable.
- A. The Statement of Financial Responsibility is maintained in Self Service Carolina under the Student Tab or the Account Information Tab. <https://my.sc.edu/> Acknowledgement and acceptance of the statement is required to proceed through the course registration process.

B. Statement of Financial Responsibility

“The University of South Carolina requires all students acknowledge the financial arrangement between the student and the University. By submitting course registration, I am entering into a financial arrangement with the University of South Carolina and I accept the responsibility for all charges billed to my account.

I understand that my USC bill will be posted online in Self-Service Carolina (SSC) and that all billing notices will be sent to my USC assigned email address and that it is my responsibility to review and pay my bill by the due date.

I understand that accounts not paid when due are subject to a late fee and that registration may be cancelled. Delinquent accounts will result in a financial hold on my account that prevents registration and access to grades and transcripts, and release of diplomas and certificates. The University may take additional steps for collection of seriously delinquent accounts with balances past due for more than 180 days to include but not limited to one or more of the following: placing debt with an outside collection agency, National Credit Bureau system, South Carolina Department of Revenue, garnishment of wages. I agree to pay all late payment fees, collection agency fees (which may be based on a percentage at a maximum of 40% of the debt), attorney fees, interest and any other costs and charges necessary for the collection of any amount not paid when due.

I understand that the University may contact me at the telephone number(s) provided in SSC. By providing the telephone numbers, I understand, agree and give express consent that the University of South Carolina or anyone working on the University's behalf, including third party vendors, may contact me at the number(s) provided by manually dialing the number or by using automated dialing technology.

Dishonored Checks/eChecks/Credit Cards

A check, payment card, or an electronic payment processed as a payment for University expenses that is returned unpaid by the bank immediately creates indebtedness to the University. A \$30 returned item charge will be assessed for each returned item in accordance with state laws.

I understand that all disputes about registration or payment will be governed by South Carolina law and subject to the jurisdiction of the courts in South Carolina. I also understand that if I have more than three returned checks, I may be prohibited from processing checks on my account in the future.

I authorize the University of South Carolina, and their respective agents and contractors to contact me regarding my student receivable balance or my institutional loan(s), including repayment of my student receivable or loans(s), at the current or any future number that I provide for my cellular phone or other wireless device using automated dialing equipment or artificial or pre-recorded voice or text messages.”

For more information regarding tuition, fees, and billing visit:

https://ssb.onecarolina.sc.edu/BANP/twbkwbis.P_GenMenu?name=homepage.