



Milwaukee School of Engineering

Statement of Financial Responsibility Agreement

2025-2026

Please carefully read the following information.

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Milwaukee School of Engineering (MSOE) or receive any service from MSOE 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 MSOE 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 published tuition refund schedule [online](#). 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 MSOE Billing Statement (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 bill/any money I owe to MSOE by the scheduled due date, MSOE will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my bill/any money I owe to MSOE by the scheduled due date, MSOE will assess late payment and/or finance charges at the rate of 1% per month on the past due portion of my student account until my past due amount is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my bill/any money I owe to MSOE by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, MSOE may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage average of 30% percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. 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 MSOE uses email as an official method of communication with me, and that therefore I am responsible for reading the emails I receive from MSOE on a timely basis.

Contact: I authorize MSOE 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 MSOE, or to receive general information from MSOE. I authorize MSOE 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 Student Accounts or in writing to the applicable contractor or agent contacting me on behalf of MSOE.

Updating Contact Information: I understand and agree that I am responsible for keeping MSOE records up to date with my current physical addresses, email addresses, and phone numbers by updating my.msoe.edu. The linked procedure is incorporated herein by reference. Upon leaving MSOE for any reason, it is my responsibility to provide MSOE and my student loan provider(s) with updated contact information for purposes of continued communication regarding any amounts I owe to MSOE or my lenders.

FINANCIAL AID

I understand my Financial Aid Award Offer may not represent actual or guaranteed payment, but could change due to the availability of funds, changes in my enrollment status, eligibility and departmental review.

I understand that my Financial Aid Award is contingent upon my continued enrollment in courses leading to a degree while attending MSOE. I further understand that my financial aid is determined based on my enrollment status at the end of week one of each academic term.

I acknowledge that my financial aid may be suspended based on the Satisfactory Academic Progress Policy for Financial Aid Recipients published [online](#). As a result, I will be responsible to pay all charges while attending any term in which my financial aid is suspended.

I agree to allow any financial aid I receive to pay any and all charges assessed to my account at MSOE 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 Loan, and PLUS Loan. I authorize MSOE to apply my Title IV financial aid to other charges assessed to my student account such as student health insurance, parking permits, bookstore charges, service fees and fines, and any other education related charges. I further understand that this authorization will remain in effect until I rescind it or six months after graduating or withdrawing from MSOE.

Prizes, Awards, Scholarships, Grants: I understand that I must enroll full-time (12 credits or more) each term to receive MSOE scholarships and/or grants awarded to me and that these funds will be credited to my student account and applied toward any outstanding balance.

I further understand that my receipt of a prize, award, employer tuition reimbursement, scholarship or grant from all sources is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or institutional 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.

METHOD OF BILLING

I understand that I will receive an email notification to view my bill online at my.msoe.edu, and therefore

I am responsible for viewing and paying my bill by the scheduled due date. This is the official billing method for MSOE and thus no paper bills will be mailed to me. I further understand that failure to review my bill does not constitute a valid reason for not paying my bill on time. Billing information is available online.

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 MSOE.

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 \$30.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with MSOE may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at MSOE.

WITHDRAWAL

If I decide to completely withdraw from MSOE, I will follow the instructions which I understand and agree are incorporated herein by reference. If I withdraw, I understand that my charges and financial aid may be adjusted based on the following refund policies.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that MSOE is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits MSOE from releasing any information from my education record without my written permission. Therefore, I understand that if I want MSOE to share information from my education record with someone else, I must provide written permission by completing this form. 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 MSOE upon request as required by Internal Revenue Service (IRS) regulations for 1098-T Form reporting purposes. If I fail to provide my SSN or TIN to MSOE, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS 1098-T Form electronically from MSOE. I understand that if I do not consent to receive my 1098-T Form electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy on my.msoe.edu.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by MSOE are a necessity, and I am contractually obligated pursuant to the “doctrine of necessities.”

ENTIRE AGREEMENT

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