

**University of Maine System**  
**Financial Responsibility Statement (FRS)**

***\*A full text of the financial responsibility statement can be found below. This is included for information purposes only – go to the link within your student center to complete the FRS (directions for this are contained within #6 of the FAQs below).***

Frequently Asked Questions

- 1) Why do I need to agree to the Financial Responsibility Statement (FRS)?
  - a. The FRS is a statement which describes the financial obligation a student accepts when he or she enrolls for classes at any campus of the University of Maine System. The statement, and its acceptance, is a legal agreement between the student and the University of Maine System. Ensuring that students understand the financial commitment they are making when they register for courses is an important component of a student's financial literacy and is also required by the Federal Bureau of Consumer Protection.
  
- 2) How often do I need to complete the FRS?
  - a. The FRS will need to be completed prior to registration each fall/spring term.
  
- 3) Why do I have to do this every term?
  - a. We are legally obligated to inform you of certain policies each time you incur new charges. We also want to keep you well informed as procedures and billing policies may change over time.
  
- 4) When will the hold be removed from my account?
  - a. The registration hold will be removed from your account immediately when the FRS is complete (e.g., you have indicated acceptance and finished the online process – see FAQ #6 below for the process).
  
- 5) If I am enrolled at multiple UMS campuses, will I need to complete this agreement at each campus?
  - a. No, the FRS only needs to be completed once each term; it will apply across all campuses.
  
- 6) How do I complete the FRS?
  - a. Please log into your MaineStreet Student Center and view your To-Do List located on the right side of the screen. Select the *Financial Responsibilities Statement*; you will be taken to the statement. After reading the statement, select the *accept* box and hit yellow *save* in the lower left corner. Then, back at the top of the page select the yellow *next* button. On the next page, select the yellow *Finish* button, followed by the yellow

*Exit* button at the top of the page. You will then be returned to the Student Center and the hold will be removed from your account.

- 7) Can I complete the FRS with a staff member on a hard copy?
  - a. No, all FRS must be completed online through your Student Center To-Do List.
  
- 8) I believe that I completed the FRS, however the hold is still on my account. What next?
  - a. Once the FRS is completed, the hold will immediately be removed from your account and the item will be removed from your To Do List. If the FRS is still on your To Do List, please select the link and finish the process (you may have forgotten to *save* it and then click *Finish* to complete the process)
  
- 9) What happens if I do not complete the FRS?
  - a. If you do not complete or agree to the terms listed within the FRS, you will be barred from registering for courses within the University of Maine System until you do so.
  
- 10) Who should I contact with questions pertaining to the FRS?
  - a. If you have questions regarding the FRS, please contact the Student Financial Services/Student Accounts office on your campus.
  
- 11) Who should I call if I click on the FRS link and it does not work?
  - a. Contact the Student Financial Services/Student Accounts office on your campus.
  
- 12) If I would like to learn more about financial literacy and how to make better decisions about spending, saving and borrowing money, are there any resources available to me?
  - a. Yes there are – all UMS institutions have joined [SALT](#), a program that supports you as you finance higher education and manage student loans, as well as handle the many financial decisions you face after school. All UMS students can join SALT for **FREE**. For more information about [SALT](#), **including how to join**, please contact your campus Financial Aid/Student Financial Services office.

***The Financial Responsibility Statement below is provided for information purposes only. Please go to your student center “to do list” and click on the link for the statement to complete it online. Directions on how to do this are contained within #6 above.***

## Student Financial Responsibility Statement - Fall 2016

Please review your financial responsibilities below. After your review, please select the **Accept** checkbox and **Save** to confirm your agreement.

Enrolling within the University of Maine System creates a financial obligation. The following information is provided to assist you with an understanding of this obligation. Questions regarding the information presented here should be directed to the billing office at your campus. All students must acknowledge receipt of this statement for each term. Please note that this statement applies to the **Fall 2016** semester and the **Summer 2016** term immediately preceding.

- I understand that by enrolling within the University of Maine System (UMS), I am incurring a legal obligation to pay all charges assessed to my MaineStreet account by the established due date(s).
  - If payment in full is not received by the established due dates, late payment fee(s) will be charged.
  - If a paper or electronic check that is posted to my account is returned from the bank, I will be charged a \$25 returned item fee on my account.
  - If I have an outstanding balance with UMS, a hold will be placed on my account that will prevent me from enrolling in future semesters and obtaining my official transcripts and/or diplomas.
  - If I have a past due balance with UMS and do not make satisfactory payment arrangements, my account may be placed with an external collection agency.
    - I may then be assessed a collection fee (up to 33% of the original debt) and any other legal costs or attorney fees.
    - My account will be subject to being reported to credit bureaus.
    - Any past due balance on my account may be reported to Maine Revenue Services. Any tax refund from the state that may be due will be subject to being paid to UMS and applied to my outstanding balance.
- I am solely responsible and obligated for the timely payment of my account, regardless of any expected reliance on third-party resources, including but not limited to financial aid, family gifts, employer reimbursement or any other external resource.
  - After all my financial aid is applied toward my account, I will be responsible for all remaining charges as well as any subsequent additional charges.
  - If my eligibility for financial aid changes or in the event that I have not met the specified requirements for receiving such aid, I will be responsible for the full balance of outstanding charges, which may include repayment of refunds issued to me.
  - If payment, whether from financial aid, scholarships or third party, has not posted to my account or if I lose my eligibility, I will be responsible for paying my outstanding balance.
- It is my responsibility to drop or withdraw myself from classes that I am enrolled in, and my failure to do so in a timely manner will not relieve me of my financial responsibility for my account.
  - If I enroll or am enrolled by UMS personnel and do not attend class, I will still be responsible for paying all tuition and fees associated with the class if I do not properly drop within the refundable period.
  - It is my responsibility to know the University's deadlines and policies for dropping/withdrawing from classes.
- The University of Maine System corresponds electronically with all students through the UMS assigned email address.
  - I am responsible for monitoring that e-mail account and for taking action on correspondence sent to that account.
  - Statements of my account are provided to me only and are available through my MaineStreet portal and I am responsible for reviewing my account.
  - It is my responsibility to keep my information (mailing address, phone number, email address) up to date with UMS.
- I understand that the UMS is required by the Internal Revenue Service (IRS) to request my taxpayer identification number (TIN) for the purpose of providing IRS Form 1098-T, *Tuition Statement*, to me. The 1098-T will help me determine if I am eligible for various education tax benefits. I also understand that I can be subject to an IRS penalty if I do not provide my TIN upon request.
- I understand that information regarding my account can only be released to me. If I want others to have access, it is my responsibility to grant them access by establishing TouchNet Bill + Payment Authorized User access through my MaineStreet portal and/or completing the Student Consent to Release Information form.
- I may be contacted regarding my outstanding obligation at any personal telephone number provided to the University of Maine System. Communication may be made by UMS or its agents to home or mobile telephone.

**Please be aware that beginning with the Fall 2016 term, future registration will be held each semester, until the student financial responsibilities activity is completed.**

After reviewing the above, click the **Accept** checkbox below and **Save** to confirm your agreement. Then click the **Next** button at the top of the page to advance to the next page.

**Signed:**

**Date:**

03/04/2016

