

**University of Iowa**  
**Billing and Payment Terms and**  
**Conditions Student Agreement**

**By clicking "I Agree" below, you are acknowledging your understanding of and agreement to all of the following Terms and Conditions. Please read carefully.**

**Electronic Delivery of Business Services (Please visit University Billing Office, 5 Calvin Hall to withdraw consent)**

The University of Iowa utilizes electronic processes wherever possible in order to assure accuracy and to expedite business transactions. You consent to having communications provided or made available to you in electronic form and to entering into agreements and transactions using electronic consent.

**Electronic Delivery of the following is specifically covered by this agreement:**

- **Communications: IRS Form 1098T, Invoicing and Collections**
- **Agreements: eSign Promissory Notes and Disclosures, Financial Responsibility Disclosure, Agreement to abide by University Regulations**
- **Transactions: Registration, Direct Deposit of refunds**

The University of Iowa reserves the right to provide records in paper format at any time. You agree, however, that the University is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from a computer.

Notwithstanding the forgoing, the University recognizes that you have the legal right to elect to receive paper copies of these records, including the IRS Form 1098T, and will honor any such request. You may withdraw your consent to conduct business electronically by contacting University Billing Office, Room 5 Calvin Hall.

**Application of Financial Aid to Billing Statement (If you consent to these electronic communications, you may in the future withdraw your consent.)**

- You authorize the University of Iowa to apply any excess funds from your financial aid (any and all loans, grants or scholarships) directly to your U-Bill to cover miscellaneous charges. You understand that normally all excess monies would be refunded directly to you and it is your choice to waive the refund process.  
☒ Yes   ☐ No
- You further authorize the University of Iowa to apply up to \$200 of the **Spring 2018** session financial aid to charges that are past due from a previous session even in circumstances where you do not have an aid award in excess of your U-Bill charges.  
☒ Yes   ☐ No
- This authorization will remain in effect for the duration of your enrollment or until you cancel this authorization by going to the University Billing Office, Room 5 Calvin Hall and completing the form that rescinds the authorization.
- Access to course materials is crucial to student learning, and if your child is enrolled in an ICON Direct course they will have automatic and immediate access to digital course materials, with charges appearing on the U-Bill after classes begin. Students may decline to receive these eTexts during the ten business days opt out period, but their ability to participate fully in the course without these materials may be limited. For more information about ICON Direct, please visit: <https://its.uiowa.edu/ICON-direct>. I elect to allow my minor student to charge to their U-Bill the cost of these eTexts  
☒ Yes   ☐ No

**Financial Responsibility (Mandatory for Enrollment) Billing**

- All University billing statements and related notices will be provided to you via electronic means. You can submit an appeal for paper billing by completing the Electronic Billing Exception Appeal form at (PDF file download): <https://ubill.fo.uiowa.edu/file/34/download?token=2G1u8Aig>

- Tuition and fees policies and descriptions can be found at <http://www.registrar.uiowa.edu/TuitionandFees/tabid/93/Default.aspx> . Tuition and fees are subject to change upon approval by the Board of Regents.
- You are liable for any costs associated with programs in which you have voluntarily enrolled even if they are not processed through your University account and by clicking "I Agree" below, you agree to pay all such costs. These costs may consist of purchases made on your behalf that are associated with a course or University-associated activity.
- You are liable for any new and unpaid charges that you have voluntarily incurred and charged to your University account as well as any parking and library fines you may incur.
- The Billing Policy and Procedures can be found at <https://ubill.fo.uiowa.edu/policies-and-procedures> .

### **Dispute of Charges**

- To dispute a U-Bill charge (including any charges marked "paid in full" or with similar notations), send communications to University Billing Office, 5 Calvin Hall, Iowa City, IA 52242 or send an email to [ubill@uiowa.edu](mailto:ubill@uiowa.edu) within 14 days of the date of the University billing statement. You must include the following information with the communication:
  - student/account holder name,
  - University ID/billing account number, and
  - the error and an explanation of why you believe there is an error.

Any amount not in dispute will be subject to established penalties and restrictions as described in these Terms and Conditions.

### **Payments**

- Payments are due on the 22nd of each month unless otherwise noted.
- If you are currently enrolled and you make a payment that is less than the total balance on your University billing statement, you will automatically be enrolled in the deferred payment plan. You will be charged \$20.00 per semester (\$15.00 for summer session) for being in the deferred payment plan.
- You may elect to authorize payments to pay your University bill by direct debit from your checking or savings account through U-Bill link in MyUI.
- If you pay by check, you will make your check payable to the University of Iowa, indicate your student ID or billing account number on the check, and send it to the address indicated on the University billing statement.
- In the event a payment is dishonored due to insufficient funds or otherwise, a \$30 return fee will be assessed against your University account. You are responsible for all dishonored payments, including dishonored payments made by third parties to whom you have granted access to your account.
- The University is not responsible for any overdraft or other bank charges incurred by you as a result of an on-line payment authorization you establish.
- Neither cash nor credit cards are accepted for payment.
- Financial aid awards will be applied against the total balance in your University account if the award allows and you have consented to apply financial aid to your unpaid balance.
- You may have credit balances on your University account directly deposited into your bank account. You can initiate or change your direct deposit information through your MyUI or Employee Self-Service account.

## Overdue Payments

- Each month, the minimum that must be paid is stated on the bill as the "Minimum Payment". This amount must be paid by the due date to avoid having your registration and charging ability restricted.
- Failure to make timely payments is subject to the following penalties until the account is cleared:
  - Registration will be placed on "hold"
  - Transcripts will be placed on "hold"
  - Charging privileges will be suspended
  - Late payment fee of \$25/month may be assessed
- The University may pursue any rights or remedies that are available to it at law or in equity in order to collect the portion of your U-Bill which is past due. If you fail to timely pay any portion of your U-Bill in full by the date it is due, as part of exercising its rights, the University may, at its option, turn over for collection the portion of your U-Bill which is past due to an attorney or other third party, such as a collection agency. If that occurs, you may be also obligated to pay, in addition to your unpaid U-Bill balance, all reasonable costs and expenses of collection, including reasonable court costs, attorney's fees and/or collection agency fees and charges. The University of Iowa may also disclose to credit bureau organizations that you have defaulted on your U-Bill to the University of Iowa.
- You authorize the University and its agents, representatives, attorneys and contractors (including collection agencies) to contact you through your mobile phone, home phone, and email, including by way of text and automated message calls, for purposes of collecting any portion of your U-Bill which is past due.
- The University reserves the right under Iowa Code Section 8A.504 to offset any amount you owe the University against any monies owed to you by the State of Iowa, such as State of Iowa tax refunds, lottery winnings and vendor payments.
- The University reserves the right to offset any amount you owe the University against any credit balances you have in any University account, whether the account is managed by the University or an agent acting on behalf of the University.
- The University may offset even if you have entered into an agreement with the University to repay your overdue payments.

## Miscellaneous

- These Terms and Conditions shall be governed by Iowa law. Any lawsuit shall be brought in Johnson County, State of Iowa.
- The University of Iowa does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Office of Equal Opportunity and Diversity, 202 Jessup Hall (319) 335-0705.

By my Signature, I am agreeing to the terms of the Student Billing Agreement on behalf of my under age 18 student enrolling in the University of Iowa.

University Student Name \_\_\_\_\_ University ID \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_ (printed please)

Parent/Guardian Signature \_\_\_\_\_