



## **Financial Responsibility Statement**

### **Payment Responsibilities and Financial Aid**

Arrangements for the payment of NEC tuition and fees must be made prior to the start of each term. By enrolling in a course(s), you agree to pay all charges incurred. If you are subsequently unable to obtain any portion of the financial aid which you intended to use for payment, you understand that you are not absolved of personal responsibility for payment, and NEC will seek payment from you directly. This includes, but is not limited to, (1) federal financial aid (loans and/or grants) being declined or the actual award being insufficient to cover all costs noted above; (2) any third party payment arrangements (including but not limited to corporate tuition assistance, military tuition assistance, Veterans Administration benefits, scholarships) do not occur for any reason or are insufficient to cover all costs noted above; or (3) in the event that any arranged credit card or ACH payment declines. You agree to abide by the rules and standards of New England College

Billing: You agree to view and pay your student account prior to the start of the term. NEC uses electronic billing as its official billing method. Student accounts may be accessed online through the MyNEC portal.

Collections: You agree that you shall be individually liable for all fees and expenses of, for and incidental to the collection of all amounts due; this shall include, without limitation, reasonable collection fees incurred with third party agencies, and reasonable attorney and paralegal fees and other costs incurred in litigation, mediation, arbitration and bankruptcy proceedings, including appeals. Delinquent accounts may be reported to one or more of the national credit bureaus.

Withholding of Official Records: No official documents of completion of individual courses or degrees will be awarded by the NEC Registrar until outstanding payment is received in full. If at any time you have questions about your account, please contact the Student Financial Services Office. Financial holds will prevent participating in commencement, registering for future courses, and receipt of a diploma. For students without federal financial aid, financial holds may also prevent the release of transcripts.

### **Updating your Contact Information**

It is your responsibility to keep your address and phone number up to date in MyNEC so that NEC can communicate with you. Email communication will be sent to your @nec.edu student email address. You consent to receive financial notifications electronically and agree to regularly check your student email address for important notifications.

### **Course Withdrawal Policy**

#### Automatic Withdrawal

It is extremely important that you begin to actively participate in your classes immediately to achieve academic success. Students must participate in class by logging in a minimum of two (2) times before 11:59 p.m. EST on the Sunday of the first week of the session. Failure to do so will demonstrate nonparticipation, and you will be automatically withdrawn. If you do not complete

an academic action in each class prior to 11:59 p.m. EST on the Sunday of Week 2, you will be removed from that course. If you were using financial aid to help pay your tuition costs and were removed from class due to non-participation, you will not be eligible to receive financial aid. Students may also be automatically withdrawn if payment is not satisfied prior to the start of the term.

### Voluntary Withdrawal

If you are a new student, to withdraw prior to the start of your first class you must contact your admissions counselor. Returning students may drop courses through MyNEC [nec.edu/mynec](http://nec.edu/mynec) until the published drop period is over. To drop from courses in MyNEC, navigate to Registration and Planning and then the section Register for Classes to access the term you wish to drop from classes.

After the drop period is over, if you are an undergraduate student, you must email Academic Advising at [advising2@nec.edu](mailto:advising2@nec.edu) to withdraw from classes. If you are a graduate or professional studies student, you must email Student Services at [studentservices\\_GPS@nec.edu](mailto:studentservices_GPS@nec.edu) to withdraw from classes.

Failure to receive proper materials or for technology to properly perform does not excuse you from this withdrawal policy. You are responsible for maintaining written evidence of all drops/withdrawals. Failure to attend classes or verbal notification to instructors does not constitute an official drop or withdrawal.

Tuition refunds will be calculated based on withdrawal dates as follows:

School of Graduate and Professional Students and 100% Online Undergraduate:

Week 1	80% By Sunday at 11:59 p.m. EST
Week 2	50% By Sunday at 11:59 p.m. EST
Week 3 and after	No Refund

Undergraduate, Residential Programs Fall and Spring terms:

Week 1	75% By Sunday at 11:59 p.m. EST
Week 2	65% By Sunday at 11:59 p.m. EST
Week 3	55% By Sunday at 11:59 p.m. EST
Week 4	40% By Sunday at 11:59 p.m. EST
Week 5 and after	No Refund

Undergraduate, Residential Programs Summer and Winter terms:

Week 1	80% By Sunday at 11:59 p.m. EST
Week 2	50% By Sunday at 11:59 p.m. EST
Week 3 and after	No Refund