REGISTRATION AGREEMENT

1. By registering for classes, I acknowledge that I am entering into a legally binding contract to pay all tuition and fees, including late fees and service charges on past due accounts, and any collection costs and legal fees incurred by The University of Mississippi Medical Center (UMMC) should my account have to be referred to an outside agency for collection.

2. I understand that my billing statements will be emailed to my UMMC email account and that tuition and fees can be viewed at any time in the student information portal. I understand that I am responsible for monitoring my email and MyU portal for account and other notifications.

3. I understand that my account must be paid in full or I must have completed my financial aid arrangements by the term payment deadlines: June 15 for the summer term, September 30 for the fall term, and February 15 for the spring term.

4. I understand the penalties for not paying my account on time are as follows:
   - My account will be considered delinquent and my records placed on hold, and I will not be allowed to register for another academic term, see my grades or request a transcript until my account is paid in full.
   - I will not be able to obtain regalia for commencement, participate in commencement ceremonies, or receive a diploma until my account is paid in full.
   - I will be charged a $100 late fee.
   - My account will be charged service charges at an annual rate of 18%.
   - If no payment is received by UMMC or no payment arrangements have been made with the Student Accounting Office by the last day to register for the next term, my account may be turned over to a collection agency, reported to the credit bureaus, and incur collection fees. If I enter into a payment arrangement and subsequently fail to make the agreed upon payments, my account may then be placed with the collection agency, reported to the credit bureaus and incur collection fees.
   - Failure to pay could result in denial of access to additional campus privileges, which might include the learning management system, class attendance, or other privileges as determined by campus administration.

5. I understand that if I withdraw, take a leave of absence or am dismissed during an academic term, I may still be responsible for payment of all or part of the tuition and fees assessed for that term.

6. The refund schedule for cancellation of enrollment after the term begins is as follows:
   - 100% tuition refund if courses dropped through the official last day to withdraw from a course without receiving a withdrawal grade. (Note: this date is included in the academic calendar.)
• From the end of the 100% refund period until the student has completed 60% of the academic term, tuition refunds will be prorated according to the percentage of the term the student has completed. For example, if the student completes only 45% of the term before enrollment is terminated, 55% of their tuition would be refunded.

• After a student has completed 60% of the academic term for which the student is registered, no tuition refunds will be given.

7. I understand that I can register for classes, without penalty, from the time online registration begins up to two weeks prior to the first day of classes. After that time, I may be subject to one of the following late registration fees. A $50 fee will be assessed during the two weeks prior to the start of the semester. Once the semester begins, a $100 fee will be assessed. For specific dates, refer to the academic calendar. A late registration fee will only be charged once per semester/per program. No fee will be assessed during the initial registration into a program of study or while making modifications to an existing schedule.

8. I understand that some distance education courses may require me to participate in examinations that are proctored, and that proctored examinations may result in additional expenses.

9. If I am unable to attend UMMC for any reason, I must begin the official withdrawal process by immediately contacting the academic dean of my school.

10. If I receive any financial aid, I understand that the Office of Financial Aid will perform a calculation to determine a prorated amount of funds that must be repaid. Any repayments will be posted to my student account in the Student Accounting Office.

Federal and state regulations apply if I withdraw from UMMC or drop from full-time to part-time status and receive financial aid for the semester or term. I understand I may:

• Have to return up to 100% of financial aid funds,
• Become ineligible for future financial aid,
• Have to complete exit counseling for loans,
• Go into loan repayment,
• Have my academic records held.

11. I understand I can refer to the Financial Aid web site at https://www.umc.edu/financialaid/ for more information about financial aid consequences.

12. I AM RESPONSIBLE FOR WITHDRAWING OR DROPPING COURSES BY THE APPROPRIATE DEADLINES IN ORDER TO AVOID FINANCIAL OBLIGATIONS AND/OR GRADE LIABILITY.

13. My student account must be current before I can register for a future enrollment period. "Current" means that tuition and fees for the current and previous enrollment periods are paid in full, and all other charges are less than thirty days old.
14. UMMC reserves the right to cancel my registration for an enrollment period if I have not fully paid tuition, fees, and other charges from a previous enrollment period.

15. I acknowledge that I am responsible for keeping my personal contact information and emergency contact information current. I understand that if my personal contact information, including local address and phone number, and/or emergency contact information has changed, I must update that information in the "My Profile" section in the MyU Portal. A local address must reflect where a student resides while taking classes. In addition, I am aware that if I need to update my permanent address information, I must immediately contact the Office of Enrollment Management.

16. I acknowledge that non-receipt of a bill from UMMC is not justification for requesting removal of any service fees that may accrue on my student account.

17. The University of Mississippi Medical Center and its schools and/or programs publish technical standards for the admission, retention, and graduation of applicants in accordance with all legal requirements. I acknowledge that I have been provided with the technical standards applicable to the school/program for which I am registering, I have reviewed and understand the technical standards and I am capable of meeting the technical standards with or without accommodations.
FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Medical Center receives a request for access.

A student should submit to the director of the Office of Enrollment Management and registrar a written request that identifies the record(s) the student wishes to inspect. The director of the Office of Enrollment Management will make arrangements for access and notify the student of the time and place where the records may be inspected. If records are not maintained by the director of the Office of Enrollment Management, he or she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the Medical Center to amend a record should write the director of the Office of Enrollment Management and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Medical Center decides not to amend the record as requested, the Medical Center will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Medical Center discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The Medical Center discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Medical Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Medical Center has contracted as its agent to provide a service instead of using Medical Center employees or officials (such as an attorney, auditor, or collection agent); the Board of Trustees of State Institutions of Higher Learning; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Medical Center. Upon request, the Medical Center may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll upon request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901.
FERPA DIRECTORY

The Family Educational Rights and Privacy Act (FERPA) allows the Medical Center to disclose the following “directory information” without consent. The Medical Center regards the following information as “directory information,” that is, information that may be made available to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, e-mail address, undergraduate college, home town or city at time of application for admission, and dates of degrees received or expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to himself or herself to be designated “directory information.” It is the student’s responsibility to inform the institution of this exclusionary choice by placing a FERPA flag on his/her record, at the time of registration, through the MyU Student Portal. This action will preclude any directory information about a student being released to a third party except in instances where FERPA does not apply.

Students will be made aware of the possible consequences of withholding “directory information”, such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Medical Center Commencement program.