

# Student Financial Responsibility Agreement

## Payment of Fees

The student understands that each term, when they register for any class at Renton Technical College, the student accepts full responsibility for paying all tuition, fees, and other associated costs assessed because of their registration.

The student also acknowledges that the student is responsible for paying all tuition and fees even if their planned source of funding ends up not covering their charges. If a student's funding source has additional requirements like a separate application or student loan documents, the student understands that they are responsible for completing those requirements by their deadlines.

## Drop for Non-payment

After the tuition due date, the College routinely drops students from their classes who have not paid the account balance owed for the quarter (also known as non-payment). However, the student understands that it is their responsibility to drop their class(es) if they do not plan to attend and must drop their class(es) online via ctclink or submit a drop request to [registration@rtc.edu](mailto:registration@rtc.edu). Otherwise, the student will be responsible for paying all charges and may receive failing grades on their transcript.

## Refunds

The student understands that if they withdraw from a class or drop a class, they will be responsible for paying all or a portion of tuition and fees in accordance with the RTC refund policy and in accordance with the dates provided in the RTC [Academic Calendar](#).

The student has read the terms of the published [Tuition Refund policy](#) and understands those terms based on the RTC Academic Calendar. The student understands that their failure to attend class does not absolve them of their financial responsibility as described above.

## Communication of Billing Information

The student understands that it is their responsibility to monitor their student account activity online via ctclink (<https://gateway.ctclink.us>) and pay the charges by the published due dates. Not receiving a bill does not absolve them of their financial responsibility.

As a courtesy, the College may send [past-due](#) reminders/ notices by mail or email regarding balances. The student understands that the College uses the mail and email address designated as "preferred" in ctclink as an official method of communication with the students and that the student is responsible for reading the communications they receive via email in a timely manner. To request an account (billing) statement, contact [cashiering@rtc.edu](mailto:cashiering@rtc.edu).

**Financial block**

The student understands that if they fail to pay all charges by the scheduled due date, RTC will place a financial block on their student account, preventing them from registering for future classes or receiving their diploma.

**Financial Aid**

The eligible student for Financial Aid must comply with the [Financial Aid Terms and Conditions](#). The student understands that their Financial Aid award is contingent upon their continued enrollment and attendance in each class upon which their financial aid eligibility was calculated. If the student drops any class before completion, the student understands that their financial aid eligibility may decrease and that some or all the financial aid awarded to them may be revoked. Students must meet [Financial Aid Satisfactory Academic Progress \(SAP\)](#) Policy requirements to remain eligible for federal, state, and institutional financial aid.

If some or all student's financial aid is revoked because they dropped or failed to attend class, they agree to repay all revoked aid that was disbursed to their student account and resulted in a credit balance that was refunded to them.

The student understands that if ANY changes are made to their schedule on the disbursement date or after that date, which will reduce financial aid eligibility, the student is responsible for paying any additional fees out of the refund received.

**Contact**

The student authorizes RTC and its agents to contact them at their current and any future phone number(s) or email address(s) regarding their delinquent student account. The student understands they may withdraw their consent to call their phone by submitting the request in writing to Renton Technical College or to the applicable contractor or agent contacting them on behalf of Renton Technical College.

**Collection Agency Fees**

The student understands and accepts that if they fail to pay their student account, their past due account may be assigned to an outside collection agency and may be reported to credit bureau organizations. The student further understands that they are responsible for paying collection agency fees and charges in accordance with Washington State law.