



PARENT/LEGAL GUARDIAN FINANCIAL AGREEMENT

If the student is under the age of 18 when reading and signing the Student Financial Agreement, one of the student's parents or legal guardian must also sign a "Financial Agreement". By signing this contract, you agree to the following Terms and Conditions:

PAYMENT OF FEES/PROMISE TO PAY

I understand that when my student registers for any class at Pacific Lutheran University (PLU) or receives any service from PLU I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my student's registration and/or receipt of services. I further understand and agree that my student's registration and my acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which PLU is providing my student educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the due date listed below.

I have reviewed and consent to the Cost of Attendance Information at [2024-2025 Cost of Attendance](#) and understand these costs are incorporated herein by reference.

I understand and agree that if my student drops or withdraws from some or all of the classes for which they register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at [Refund of University Charges](#). I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my students' failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, PLU will place a financial hold on my student's account, preventing them from registering for future classes, or receiving a diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, PLU will assess late payment and/or finance charges at the rate of 1.5% or a minimum of \$2.00 per month on the past due portion of my student's account until the past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, and fail to make acceptable payment arrangements to bring my student's account current, PLU may refer their delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% percent of their delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. Finally, I understand that their delinquent account may be reported to one or more of the national credit bureaus.

PAYMENT OPTIONS

Payments are due by the following dates for the applicable term.

- Summer Session – June 25th
- Fall Semester – August 25th
- J-Term – December 25th
- Spring Semester – January 25th

It is my responsibility to make sure that my student's financial aid (if applicable) is applied to their student account by the 1st day of each semester they attend or their account will be placed on a Financial Hold which will limit certain university privileges as described in the Terms and Conditions above.

Your student has already chosen one or more of three Payment Options listed below. If you want to override the student's choice, you are required to contact the Office of Student Financial Services in writing. Send a letter stating the change along with a copy of the PARENT/LEGAL GUARDIAN PAYMENT CONTRACT to the Office of the Student Financial Services.

PAYMENT IN FULL

- I will pay the owing balance in full by the due dates as described, minus any grants, scholarships, loans, and/or other resources I accept on my Offer of Financial Aid.

FINANCIAL AID COVERS ALL MY COSTS

- My financial aid pays my account in full or exceeds my costs.

NELNET CAMPUS COMMERCE, MONTHLY PAYMENT PLAN

- I understand that this option can be used for Summer, Fall, J-Term and Spring.
- I am required to initiate, set up this monthly payment plan and make payments directly with Nelnet at either 800-609-8056 or online at [PLU Payment Plans](#) before classes begin during each academic semester/term I attend.
- If I incur any other charges that I have not contracted with Nelnet, those charges become due and payable immediately and are subject to a 1.5% monthly interest charge with a minimum of \$2.00.
- If I miss a monthly payment to Nelnet, PLU reserves the right to cancel my Nelnet Monthly Payment Plan and my account then becomes due and payable immediately.

FORCE MAJEURE

PLU's duties and obligations to provide educational services may be modified or suspended immediately following notice during periods that the University is closed because of *force majeure* events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic, natural disaster, or any other event which is beyond the University's control. If such an event occurs, the University's duties and obligations may be postponed until such time as the University, in its sole discretion, may safely reopen. The University may also alter its calendar or provide alternate means of instruction, including distance learning as deemed in the best interest of the University. The declaration of a force majeure event will not suspend, limit or eliminate my responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.

MINOR STATUS

I understand that if my student is under 18 years of age when s/he signs the Student Financial Agreement, that my student has the right to disaffirm that contract within a reasonable time after s/he turns 18 years of age as provided by RCW 26.28.030. If my student properly disaffirms the Student Financial Agreement, then I/we acknowledge and agree that each of the undersigned will be jointly and severally responsible for any and all amounts due to PLU under the terms of the Student Financial Agreement and/or this Agreement.

This agreement shall be construed and governed by the substantive laws of the State of Washington without regard to any Washington choice of law principles. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

I am the parent or legal guardian of: _____ Student PLU ID #: _____

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Social Security Number of Parent/Legal Guardian

Date

Please sign and return this document via one of the below methods. If this document is not signed and returned your student will not be allowed to register for classes. Please keep a copy of this document for your records.

PLEASE NOTE: THE ENTIRE DOCUMENT MUST BE SUBMITTED

- Upload the document to our secure portal by following the instructions below.
 - Go to <https://etcentral.plu.edu/#/form/16>
 - Use your epass to login (the student will need to login and upload the agreement)
 - Click on the "Student Accounts Document Submission" tab
 - Enter your first name, last name and PLU ID
 - Click on the "Attachment" option below
 - Click on "Upload File(s)" to upload the signed agreement
 - Click on "Submit" below
- Fax your agreement to 253-535-8406, attention Student Accounts
- US Mail to Pacific Lutheran University, Student Accounts, Office of Financial Services, 12180 Park Ave South, Tacoma, WA 98447
- Return in person to the Office of Financial Services, Student Accounts, Room 102, Hauge Administration Bldg.