

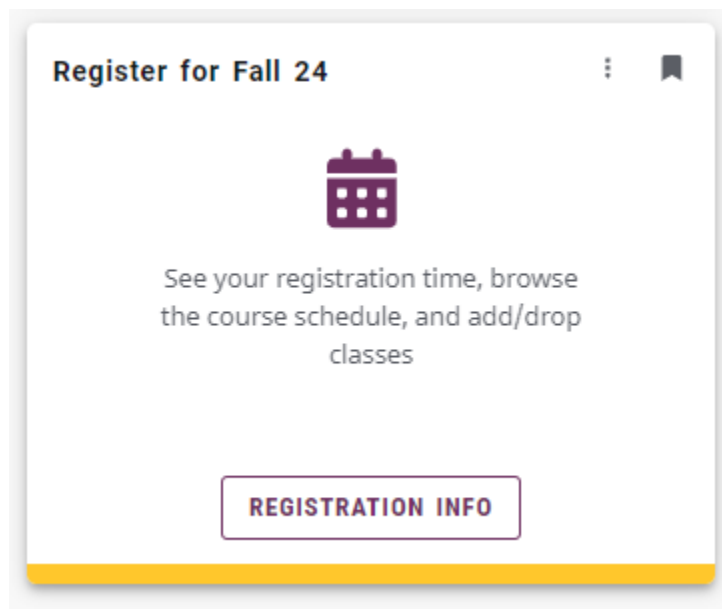
## How to Accept the Financial Terms and Conditions

*Last edit date: 3/2/2024*

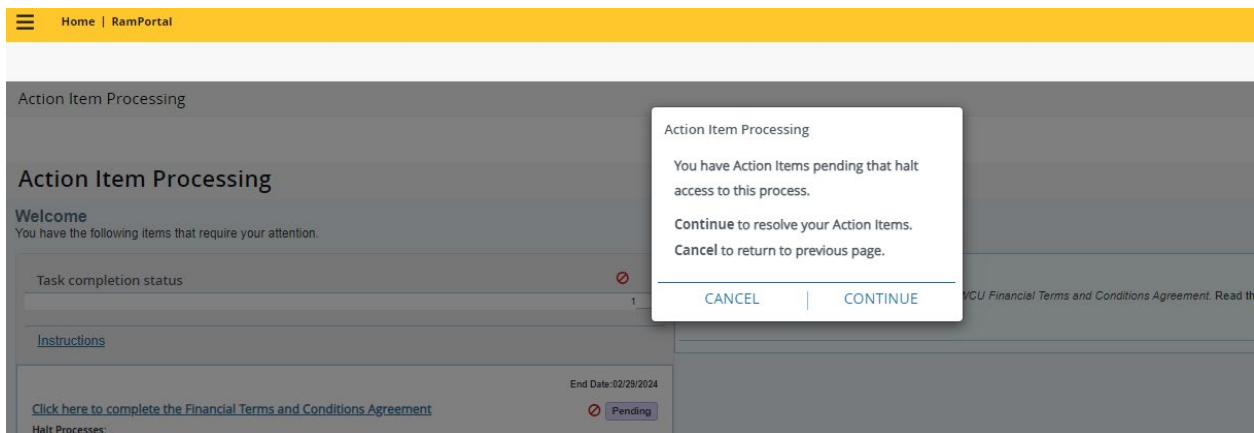
Financial Terms and Conditions must be completed by any student who enrolls in a course. RamPortal offers an “Action Item Processing” feature that we are using to deploy the FTC agreement to students. The steps below provide students instruction to accept this agreement.

Log into your [RamPortal](#) with your WCU ID and Password.

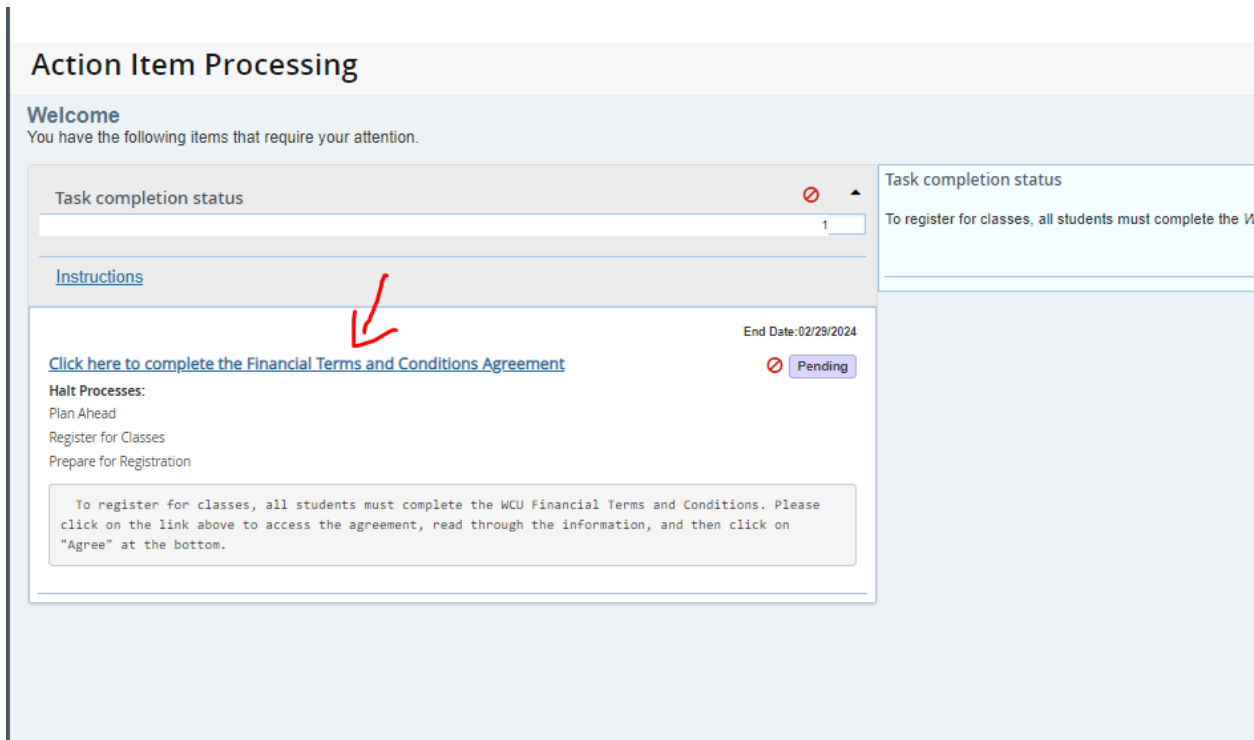
- Click on the Register for Fall 24 Card, then Registration Info.



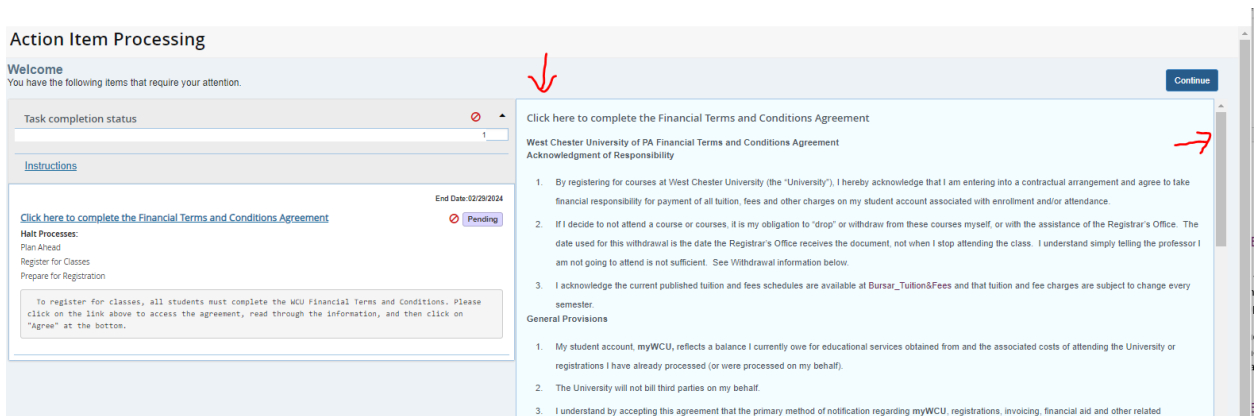
- The agreement will appear on any of the following and will be removed when the student agrees, saves, and continues using the steps below.
  - Prepare for registration
  - Plan Ahead
  - Register for classes
- Click “continue”



- Click on “Click Here to complete....”to open the agreement.



- Use the scroll bar to find the “agree” button at the bottom of the agreement page.



- Check the Agree checkbox, then Save, then click Continue to exit and continue with registration.

The screenshot shows a web browser window displaying a registration agreement. The page is titled "Preventing Registration Activities" and contains several sections of text. A red arrow points to a "Continue" button in the top right corner. Another red arrow points to a checkbox labeled "Agree" at the bottom of the agreement text. A third red arrow points to a "Save" button located below the "Agree" checkbox. The agreement text includes sections on "Preventing Registration Activities", "Credit Bureau Reporting", "Privacy Rights & Responsibilities", "IRS Form 1098-T", and "Governing Law".

Preventing Registration Activities  
The University may prevent future registration until all my financial obligations have been met. I understand if I make a payment to clear a prior debt and have a restriction removed to register, any registrations obtained may be removed should that payment be returned unpaid for any reason.

Credit Bureau Reporting  
I understand that failure to pay my student account may result in the University, or its representatives, attorneys and agents filing an adverse report with credit bureaus.

Privacy Rights & Responsibilities  
I understand the University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits the University from releasing any information from my education record without my written permission. Therefore, I understand that if I want the University to share information from my education record with someone else, I must provide written permission by following the procedure outlined at: FERPA policy/procedure. I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS Form 1098-T  
I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to the University, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T, tuition Statement, electronically from the University. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by following the instructions at: <https://heartland.ecsi.net/index.main.html#access/lookup>

Governing Law  
This agreement will be governed by the laws of the Commonwealth of Pennsylvania and any disputes arising from this Agreement shall be determined in accordance with the law of this jurisdiction.

Entire Agreement  
This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

I understand by checking this box I am acknowledging that I have read this entire agreement and am legally bound to these terms and conditions, which are binding upon me, my heirs, executors, administrators, successors and assigns.

Agree

Save

Continue

