EMBA/OWEN GRADUATE SCHOOL OF MANAGEMENT
STUDENT ACCOUNT AGREEMENT

STUDENT NAME_____**SS#** _____
Print or Type Name

By signing below, Student indicates he/she accepts responsibility for payment of the charges for educational services, which from time to time may include tuition, student health insurance, housing, meal plans, flexible spending account (Commodore Card), and/or V-Net (long distance services), activity and recreation fees, library charges, traffic fines, and other University charges for any and all periods of enrollment at Vanderbilt University.

Terms and Conditions

1. To avoid late payment fees, tuition and other charges payment must be received by October 31st for the fall semester and February 28th for the spring semester.

2. Students with Company reimbursement policies must supply Vanderbilt with a letter from their company, specifying the company reimbursement policy. If the company requires grade verification, payment must be received thirty days after the end of the semester.

3. Student promises to pay any attorney's fees and/or collection costs that might be incurred by Vanderbilt University in the collection of unpaid balances on the Account.

3. Vanderbilt University reserves the right to refuse to apply further charges to the Student's Account and further reserves the right to condition the Student's enrollment upon payment in full of the Account.

4. Student will be billed on the first business day of each month, except September and January, for all unpaid charges on the Account. Invoices/e-bills are available online once the student matriculates. Students and invited "payers" will receive notification of an online bill when new bills are available. However, student must set up the online account in order to view the invoice. For more information, please visit the website www.vanderbilt.edu/stuaccts/ebill.html. Students with an outstanding balance will not be allowed to register nor attend classes, receive transcripts and/or diplomas until the account has been paid in full. Commodore Card additions, and V-Net charges must be paid monthly to avoid cancellation of services. **Any balance not paid by the end of the calendar month in which the statement was issued will be assessed a late fee of one and one-half (1.5%) percent per month (minimum $5.00).**

_____ _____
(Student Signature) **(Date)**

Please return completed form to EMBA Office, Suite 100, OGSM, 401 21st Avenue South, Nashville, TN 37203. The original form will be on file in the Vanderbilt University Office of Student Accounts, 110 21st Avenue South, Suite 100, Nashville, TN 37203.