GRADUATE AND PROFESSIONAL STUDENT ACCOUNT AGREEMENT

By signing this form, the student allows Vanderbilt University to release pertinent financial information to the guarantor(s) who have also signed below. Please refer to the terms below for a complete understanding of other important services that can only be used by completing this agreement.

STUDENT NAME _____ _____
Print or Type Name **Commodore ID #**

GUARANTOR NAME _____ _____
(If applicable) **Print or Type Name** **Last 4 digits of Guarantor SS #**

GUARANTOR NAME _____ _____
(If applicable) **Print or Type Name** **Last 4 digits of Guarantor SS #**

By signing below, Student and Guarantor(s) indicate they accept responsibility for payment of the charges for educational services, which from time to time may include tuition, student health insurance, housing, meal plans, debit 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. Current semester charges can be deferred if this agreement is on file in the Office of Student Accounts. Also, the Student hereby grants consent for Vanderbilt University to disclose to the Guarantor(s) all information related to the Student's Account for the purpose of informing Guarantor(s) about the Account and the unpaid Account balance.

Terms and Conditions

1. To avoid late payment fees, tuition and other out-of-pocket expenses not covered by Financial Aid must be paid on the due dates published by Vanderbilt University prior to the first day of classes for fall and spring semesters. Other incidental charges occurring after the beginning of the semester are due and payable as described in Item #2.

2. Student will be billed on the first business day of each month 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. For more e-bill 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).**

3. All deferred and unpaid balances including late fees shall be due not later than November 1st for fall semesters charges, April 1st for spring semester charges, and July 31st for May and summer session charges as a condition for financial clearance to enroll in classes in subsequent sessions.

4. Student and Guarantor(s) promise 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.

5. 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.

6. Guarantor(s) acknowledges that their guaranty is continuing in nature and applies to any and all charges incurred by the student and shall not terminate unless written notice is sent to Vanderbilt University Office of Student Accounts, 110 21st Ave S., Suite 100, Nashville, TN 37203 by certified mail. Vanderbilt shall honor the request to terminate the guaranty only if all student accounts are current.

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

_____ _____ _____
(Guarantor Signature) **(Guarantor E-Mail Address-*Please Print*)** **(Date)**

_____ _____ _____
(Guarantor Signature) **(Guarantor E-Mail Address-*Please Print*)** **(Date)**

Please return completed form to Vanderbilt University Office of Student Accounts, 110 21st Ave. South, Suite 100, Nashville, TN 37203.