

# COE COLLEGE®

## Student Petition Form

**Please read this information carefully before completing the petition.** If you do not receive written notification concerning the status of your petition within two weeks, you are responsible for ascertaining its status with the Registrar, within the month.

In order for your petition to be reviewed, all required materials must be complete including a typed statement on the following page(s). Your statement must provide facts, evidence of extenuating circumstances and reasons as to why your request should be granted. In addition, please provide the following as applicable to your request:

- A registration form with advisor and faculty approval
- MD verification if illness is your extenuating circumstance
- Verification of extenuating circumstances that you should join/drop a class after the published deadline
- Evidence that you are capable of completing 5.0 or more course credits per term
- Other circumstances or evidence that justify your request

Once you have completed your portion of the materials, please use your Coe email to send them to o-registrar@coe.edu, and copy your advisor, and the faculty member if applicable. Advisors and Faculty members are to "reply all" from their Coe email to supply a written statement of support. Until further notice, emails sent from all parties in conjunction with this petition will serve as a signature.

Note: *The committee is not concerned with financial matters.*

Total Credits Earned \_\_\_\_\_ Student GPA 1851

Name \_\_\_\_\_ ID# \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Term in question \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please indicate your request.

Late course drop

Late course addition

Late change from letter grade to P/NP

Other (Please Explain)

Late course withdrawal

Fifth course addition

Waiver of catalog requirements

Advisor's Statement—***Required***

Advisor's Name \_\_\_\_\_ Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I have read and considered the student's statement (initial) Applicable

Faculty Member's Statement:

Faculty Member/  
Administrator's Name \_\_\_\_\_ Faculty Member/  
Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I have read and considered the student's statement (initial)

Approved

Denied

Pending

Committee Comments/Explanation:

☐☐☐

Date \_\_\_\_\_

# COE COLLEGE®

## **Student Petition Statement**

Please provide a typed statement below. Provide facts, evidence and reasons as to why your request should be granted.

# COE COLLEGE REGISTRATION FORM

ID Number

Last Name, First Name, Middle Initial

Term

Year

## COURSE ADDITIONS\*

\*If a course is closed, the course instructor must provide their permission for your enrollment

	Course Prefix-Number-Section (Ex. PSY-115-03)	Course Title	Course Credit	Days	Time	Repeat	Audit

## COURSE DROP OR WITHDRAWAL

	Course Prefix-Number-Section (Ex. PSY-115-03)	Course Title	Course Credit	Days	Time

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Note: Once you have completed your portion of the materials, please use your Coe email to send them to o-registrar@coe.edu, and copy your advisor, and the faculty member if applicable. Advisors and Faculty members are to "reply all" from their Coe email to supply their statement of approval. Until further notice, emails sent from all parties in conjunction with this form will serve as a signature.*

**COE COLLEGE**  
**FINANCIAL RESPONSIBILITY AGREEMENT**

PAYMENT OF FEES/PROMISE TO PAY I understand that when I register for any class at Coe College, or receive any service from Coe College, I accept full responsibility to pay all tuition, fees and other associated costs assessed at any time as a result of my registration and/or receipt of services. I further understand and agree that my registration and 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 Coe College is providing me 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 published or assigned due date). I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with Coe College's Tuition Refund Policies. I have read the terms and conditions of the published Tuition Refund Policies in the Tuition and Fees section of the catalog. I further understand that my 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 account bill or any monies due and owing Coe College by the scheduled due date, Coe College will place a financial hold on my student account, preventing me from registering for future classes or receiving my diploma. Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Coe College by the scheduled due date, Coe College will assess a finance charge at the rate of 1.5% monthly (18% annual). Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Coe College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Coe College may refer my delinquent account to a collection agency. If Coe College refers my account balance to a third party for collection, whether an attorney or collection agency, I will be responsible for any costs (including, but not limited to collection fees) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I will also be responsible for any costs associated with the lawsuit such as court costs, attorney's fees, or other applicable costs. Finally, I understand my delinquent account may be furnished to one or more of the national credit bureaus. **COMMUNICATION:** Method of Communication: I understand and agree that Coe College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Coe College on a timely basis. Furthermore, I understand that I may withdraw my consent to receiving tuition statements, tax forms, etc. electronically by submitting my request in writing to Coe College, Business Office, 1220 First Ave NE, Cedar Rapids, Iowa 52402. Contact: I authorize Coe College and its agents and contractors (including collection agencies) to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Coe College, or to receive general information from Coe College. I authorize Coe College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to (i) call my cellular phone; or (ii) contact me via automated telephone dialing equipment, artificial or pre-recorded voice or text messages by submitting my request in writing to the Coe College Business Office or in writing to the applicable contractor or agent contacting me on behalf of Coe College. **Updating Contact Information:** I understand and agree that I am responsible for keeping Coe College records up to date with my current physical addresses, email addresses, and phone numbers by following the procedures on MyCoe.edu. Upon leaving Coe College for any reason, it is my responsibility to provide Coe College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Coe College. **ENTIRE AGREEMENT:** This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Coe College, 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 Coe College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification. **METHOD OF BILLING:** I understand that Coe College uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at MyCoe.edu. **BILLING ERRORS:** I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Coe College. **RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS:** If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$35.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Coe College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Coe College. **WITHDRAWAL:** If I decide to completely withdraw from Coe College, I will follow the instructions at: <https://www.coe.edu/student-life/student-life-resources/business-office/student-accountsandhandbook/withdrawal-process> which I understand and agree are incorporated herein by reference. **PRIVACY RIGHTS & RESPONSIBILITIES:** I understand that Coe College is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits Coe College from releasing any information from my education record without my written permission. Therefore, I understand that if I want Coe College to share information from my education record with someone else, I must provide written permission by following the procedure outlined at: <https://www.coe.edu/student-life/student-life-resources/businessoffice/student-accounts-handbook/statement-account-notification> 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 Coe College 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 Coe College, 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 Coe College. 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://www.coe.edu/student-life/student-life-resources/businessoffice/student-accounts-handbook/1098t-information> **STUDENT AGE:** I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Coe College are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities." **SEVERABILITY CLAUSE:** If any provision, term, or clause of this Agreement is declared illegal, unenforceable, or ineffective in a legal forum with competent jurisdiction to do so, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the Parties. **FINANCIAL AID:** I understand aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment. I understand it is an estimate of the aid I may receive if I meet all requirements stipulated by that specific aid program. I understand my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. If some or all of my financial aid is revoked because I dropped or failed to attend a class, I agree to repay all revoked aid disbursed to my account and resulted in a credit balance refunded to me. I agree to allow financial aid I receive to pay any and all charges assessed to my account at Coe College such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid. **FEDERAL AID:** I understand any federal Title IV financial aid I receive, except for Federal Work-Study wages, will first be applied to any outstanding balance on my account for tuition, fees, and room and board. Other charges, such as library and parking fines, textbook charges, etc., will not be covered with my federal aid unless I granted authorization on my Title IV Authorization form. I further understand that if I did not provide such authorization, a billing statement will be issued requesting payment for those other items, and I will become liable for all charges not covered by financial aid. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs. **PRIZES, AWARDS, SCHOLARSHIPS, GRANTS:** I understand I must disclose the receipt of a prize, award, scholarship, or grant to the Financial Aid Office, and that these additional funds may reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work-Study) which, if already disbursed to my student account, must be reversed and returned to the aid source. **ADDITIONAL TITLE IV AUTHORIZATIONS:** Students may also authorize a school to hold Title IV funds in their student account rather than pay out a credit balance. To apply Federal Work-Study wages to outstanding charges on the student account, or to pay other educationally related charges from prior years. **AGREEMENT TERM:** I understand that this Agreement shall remain in full force and effect so long as I am registered at and/or have an outstanding balance with Coe College. **ELECTRONIC SIGNATURE:** I hereby acknowledge that I have read this agreement and understand it. By clicking the I AGREE button below, I consent to the electronic processing of this agreement and understand I am consenting to be bound by this agreement which shall serve as a promissory note, thereby obligating me to pay all outstanding balances due Coe College. I understand and agree that my electronic submission of this document acts as my electronic signature and will have the same legal effect as a signature on paper.

Student Name (Print): \_\_\_\_\_ Coe ID Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (If student is Under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: YR \_\_\_\_\_ Trm \_\_\_\_\_

Entered to EX \_\_\_\_\_