



PSEO FINANCIAL RESPONSIBILITY AGREEMENT

Student Star ID or Student ID: _____ Fall Spring YEAR: 20__

Student Name (please print): _____
Last First MI

IMPORTANT: Students may not register for any restricted courses or courses that require the payment of additional fees until this form has been completed and signed, by the appropriate people, and submitted to the Business Office.

Restricted Courses

I understand the course(s) listed below are not eligible for funding under the PSEO program. By registering for these courses, I assume full financial responsibility for any tuition, and fees associated with the course(s).

| Course ID (6-digits) (Example) 000053 | Subject MATH | Course # 0070 | Section # 01 | Credits 5 |
|--|-----------------|------------------|-----------------|--------------|
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Bookstore Charges

I understand by registering for the course(s) listed above, I assume full financial responsibility of books, and/or supplies, associated with the course(s).

| Course ID (6-digits) (Example) 000053 | Subject MATH | Course # 0070 | Section # 01 | Textbook and/or Supply (name of textbook, description of supply) | Cost of textbook and/or supply |
|--|-----------------|------------------|-----------------|---|-----------------------------------|
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Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PSEO Coordinator Signature: _____ Date: _____

Please See Reverse for Instructions to Submit and Payment Information

Instructions to Submit:

1. **STAFF:**
 - a. When complete, scan and make a copy of this form (for the student), and take to the Records Office, or email it to Records at records@century.edu.

2. **STUDENT:**
 - a. Please obtain student, parent/guardian, and academic advisor/counselor signature.
 - b. Please take this form to the bookstore, for completion by bookstore staff.
 - c. After bookstore, please submit to the Business Office (Please retain a copy of this form for your records).
 - You then may register for the course(s) in question.

Payment Information:

Tuition payment deadlines vary by semester. Please contact the Business Office for details regarding final payment deadlines:

Location: West Campus, Office 2340

Phone: 651.779.3278

Website: <http://www.century.edu/currentstudents/businessoffice/tuitionpolicy.aspx>

Payment Options:

Please select one of the following options for tuition payment:

1. Online web payment is available with Visa, Master Card or personal check.
 - Log in to Century College e-Services, bills and payment.
 - Click on "Make a Payment" (or choose other options as needed).
 - Proceed as directed.

2. Mail credit card or check payment to:
Century College Business Office
3300 Century Avenue North
White Bear Lake, MN 55110

Payment by check must include:

- Student ID number
- Daytime phone number

Payment by credit card must include:

- Student ID or Social Security number
- Daytime phone number
- Credit card number
- Credit card expiration date
- Zip code of credit card holder
- Credit card signature

3. Pay in person at the Business Office or use the payment drop box next to the Business Office window. See website for office hours.

4. Sign up for an automatic payment plan. See Century College website for details, search keywords "payment plan."