



PROFESSIONAL &  
CONTINUING EDUCATION  
UNIVERSITY of WASHINGTON

**PAYMENT AGREEMENT**

FOR STUDENTS WITH UW DEPARTMENTAL SCHOLARSHIPS or APPROVED  
OR PENDING FINANCIAL AID THROUGH THE UW OFFICE OF STUDENT FINANCIAL AID

===== INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED =====

UW ID# \_\_\_\_\_

Qtr \_\_\_\_\_

Questions? Contact [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu)

Student Name \_\_\_\_\_

Course Registration #	Dept	Course #	Sect	Course Title	Amount
REGISTRATION FEE					
TECH FEE					
OTHER MANDATORY FEES					
LATE FEE					
TOTAL UW PROFESSIONAL & CONTINUING EDUCATION FEES*					
Less Financial Aid					
OUTSTANDING BALANCE					

\*Note: Registration and Late Fees are nonrefundable. Technology and S&A Fees are refundable provided that refund deadlines for credit course withdrawal are met.

I have applied for financial aid through the UW Office of Student Financial Aid or received a scholarship from a UW Department. I understand that if I am awarded financial aid, the financial aid will be disbursed to UW Professional & Continuing Education on the Disbursement Date (which is a predetermined date established by the UW Office of Student Financial Aid at the beginning of the quarter) to pay my applicable charges, such as tuition, U-PASS, late charges, student insurance and other university fees, and including the Total UW Professional & Continuing Education Fees above.

In the event that I do not receive financial aid, or if I receive less aid than I anticipated, or if for any reason my University Student Account has insufficient funds to cover all or part of the Total UW Professional & Continuing Education Fees on the Disbursement Date, then:

- (i) I understand and agree that I am still responsible to pay the Total UW Professional & Continuing Education Fees, or any unpaid balance, unless I formally request a withdrawal from the course(s) listed above within the refund period;
- (ii) I understand that I will be invoiced following Disbursement, and I agree that I shall promptly pay any such invoices sent to me by UW Professional & Continuing Education for the Total UW Professional & Continuing Education Fees or any unpaid balance. I understand that if I register for a UW Professional & Continuing Education course without making full payment, a hold will be placed on my UW account restricting my access to registration, grades, or transcripts. Financial holds are released upon receipt of payment;
- (iii) If payment in full is not received by the due date on the UW Professional & Continuing Education invoice, my UW account may be referred to a collection agency. I agree to pay all costs and fees of collecting any unpaid amount. This includes a fee which may be based on a percentage at a maximum of 40% of the debt as authorized by RCW 19.16.500, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.
- (iv) I authorize the University and their respective agents and contractors to contact me regarding any loan or debt, including repayment of my loan(s) or debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

I also understand that lack of payment will not automatically drop me from the course(s), and that if I wish to drop a course or change my enrollment status that I must submit a request in writing to UW Professional & Continuing Education or email [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu). I further understand that even if I drop the course(s) that I shall still owe all nonrefundable fees listed above and that I may still owe some or all of the course(s) tuition depending upon if and when I formally drop the course(s).

With my signature below, I acknowledge that I have read, understood, and agree to all terms and conditions set forth in this document. I agree to pay the University of Washington the Total UW Professional & Continuing Education Fees above.

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

Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Total Financial Aid Due _____	Verified by _____ Date _____
Other Information _____	