

## FEE PAY AGREEMENT

Sustainable Agriculture Training (SAT) Program  
<http://www.ceu.cpp.edu/specialsessions/VSAT/index.html>

I acknowledge that by registering for classes with the College of the Extended University at Cal Poly Pomona I agree to pay all assessed tuition and fees that result from my initial registration and/or future drop/add activity.

I understand that if I'm not planning to attend, it is my responsibility to drop my classes prior to the first day of class as the University will not automatically cancel my registration.

I understand that the College of the Extended University at Cal Poly Pomona will notify me about my outstanding charges and debt via my cpp.edu e-mail account or through BroncoDirect. I further acknowledge that payments must be received on or before the due dates listed on my e-bills and that I may be charged late payment fees for delinquent payments.

I agree that the College of the Extended University at Cal Poly Pomona may restrict my right to register or receive other University services in accordance with University policies until I pay all past due balances. I understand that any delinquent debts may/will be reported to a credit bureau and referred to an outside collection agency and that I am responsible for all additional costs for collecting my unpaid balance. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.

In addition, I agree to allow the College of the Extended University and its agents to contact me at any cell phone number that I provide now or use in the future, using automated telephone dialing systems, artificial or pre-recorded voice or text messages, or personal calls regarding my obligation to repay my debts to the College of the Extended University at Cal Poly Pomona.

I also authorize the College of the Extended University or its agents to contact me via my cpp.edu address or an email address that I provide to the University. I understand that others may be able to review my messages and/or emails related to my debts sent to or from the College of the Extended University at Cal Poly Pomona, including their contents, which may include information about my debt and its status.

\_\_\_\_\_  
(INITIAL) **I have read and agree to these registration requirements.**

\_\_\_\_\_  
(INITIAL) **I have read and understood the policies and procedures as stated on the reverse.**

\_\_\_\_\_  
(INITIAL) **I understand that I am responsible for any amount not covered by my VA benefits.**

\_\_\_\_\_  
Student Name (PRINTED)

\_\_\_\_\_  
Student Name (SIGNATURE)

\_\_\_\_\_  
Date

**(See Reverse for CEU Policies and Procedures)**

# Policies and Procedures

## Important Student Information:

All Sustainable Agriculture Training (SAT) students will be held to the College of the Extended University (CEU) refund policy and other policies listed below.

## Hold Policy for the College of the Extended University

If you elect to pay your registration fee on the installment plan, please be aware that the BroncoDirect student system will reflect an outstanding balance on your financial account and University Financial Services will place a **HOLD** on your student records. The hold cannot be removed and throughout the semester you will automatically receive past due notices either by E-mail or U.S. mail until the outstanding obligations have been paid in full at which time, the system will remove the hold. We ask that you please continue to honor your installment due dates as reflected on your Fee Pay Agreement to the College of the Extended University.

## Methods of Payment:

Fees for the SAT Program may be made by credit card or e-Check and paid online through BroncoDirect. **PLEASE NOTE:** a 2.75% convenience charge will be assessed for each payment processed via credit card. There is no additional fee for paying by e-Check.

## Withdrawal Policy:

Any withdrawals on or after the first day of each course will receive a grade of "W." If you need to withdraw, contact Archi's Acres for the withdrawal request form. Completed withdrawal request forms need to be e-mailed to [ceureg@cpp.edu](mailto:ceureg@cpp.edu).

## Refund Policy:

There are no refunds as of the first day of each course.