

# Greenville Technical College Student Enrollment Agreement

**Below is your Enrollment Agreement.** Do not indicate your understanding until you have read this entire document. All Greenville Technical College (GTC) students are responsible for reading the information contained in this Agreement. You may wish to print a copy for your records after signing. If you have any questions regarding this Agreement, contact the Business Office at (864) 250-8828.

## Registration and Registration Changes

### Course Add/Drop and Withdrawal Procedures

During the *Add/Drop* period, I understand that I am required to attend each of my classes in order to verify enrollment. If I do not attend my class(es) in accordance with the rules of face-to-face or online courses, I will be withdrawn from the course(s). I am responsible for knowing and complying with all registration deadline dates.

After the *Add/Drop* period, I understand that I will be *withdrawn* from my class(es) for excessive absences as defined in the GTC catalog and course syllabi.

Changes in my enrollment status during either of these time periods may affect my Satisfactory Academic Progress (SAP) standing as set forth by the U.S. Department of Education *and* may affect financial obligations and academic standing. If applicable, my financial obligations will be adjusted according to the schedule published on the GTC website at Tuition and Refunds. I understand that application fees are non-refundable. Adding/Dropping or Withdrawing from any or all classes *will* affect my financial aid award, my financial obligations to the college, and/or my eligibility for financial aid.

## Financial Liability Statement

I agree to pay all GTC charges pursuant to GTC policies. I understand that GTC is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including but not limited to tuition, fees, and other costs, when those charges become due. It is my responsibility to view my charges in *GTC4me* and verify the accuracy of information posted for this term. Additional detailed financial requirements are found on page 23 of the College Catalog.

I understand that a past due student account balance will result in a financial hold, which prevents future registrations as well as other services being offered in accordance with college policy (see below: Suspension of Services). Delinquent student account balances may be reported to credit bureaus, referred to collection agencies, or litigated. I agree to pay any costs associated with the collection of unpaid charges, including attorney fees and court costs, as well as interest up to 30% on the balance owed. This agreement shall be construed in accordance with South Carolina law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Greenville County, South Carolina, regardless of where I live at the time this action is brought.

## Suspension of Services

I understand and agree that GTC will withhold grade reports, transcripts, diplomas, and other services if I fail to pay tuition, fees, and other institutional charges, or if I fail to abide by the provisions of this agreement. GTC will prevent me from further enrollment or benefit of college services until all outstanding balances on my student account have been satisfied in full.

## Change in Name, Address, or Phone Number

I am responsible for updating my GTC records with any changes in my name, address, or phone number. Personal information can be updated via *GTC4me* or the GTC Personal Status Change Form. Requests for a name change must be submitted with official documentation (copy of a court order, marriage certificate, or divorce decree) along with the GTC Personal Status Change Form.

## Communications

I understand that *GTC4me* and GTC email are the college's official means of communication. I agree that I will receive email notification when my 1098T form is available on *GTC4me*. This form will be provided electronically. I understand that GTC will send email notification when current billing statements are available to view online. Statements are located online at [gtc4me.gvltec.edu](http://gtc4me.gvltec.edu). The Business Office will send additional notices through your GTC email account. I am responsible for reading the information I receive electronically from the college and for responding, if appropriate. I also understand and agree that GTC and third-party agents acting on behalf of GTC may utilize all of my contact information for official college business.

## Enrollment Agreement

I agree to and will comply with the terms and conditions specified in this Enrollment Agreement and all GTC academic standards and policies for as long as I am enrolled in courses at GTC. I understand that I am responsible for adhering to all of the Terms and Conditions set forth by the financial aid administering agency/agencies and the GTC Business Office. I also agree to abide by all rules and regulations described in the college GTC Catalog and Student Handbook

Name of student (print) \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ GTC ID# \_\_\_\_\_

GTC employee (print) \_\_\_\_\_ GTC employee signature \_\_\_\_\_