



# WILLIAM & MARY

CHARTERED 1693

## ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

By my signature below, I acknowledge and agree to the following:

1. I am bound by certain policies, procedures, and handbooks of the College of William & Mary (W&M). The particular items applicable to me depends upon my status; these generally include, but are not limited to:
  - a. Student:
    - Student Handbook (<http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/index.php>)
    - Academic policies (<http://www.wm.edu/offices/deanofstudents/academicpolicies>)
    - Course Catalogs (<http://www.wm.edu/offices/registrar/coursecatalchedules/catalogs/>);
  - b. Employees (Faculty or staff):
    - Policies found at <http://www.wm.edu/offices/compliance/policies/index.php>

All members of the W&M community are bound by the Code of Ethics, found at <http://www.wm.edu/offices/compliance/policies/index.php>

2. As a member of the W&M community, I may become obligated to pay or repay the university sums of money. These obligations may arise from university overpayments to me; charges incurred for parking fines, damaged or lost property, lost or past due library books or other materials borrowed from the library, library fines; travel advances (which I understand must be completely repaid no later than sixty (60) days from completion of the travel date or immediately upon termination of my employment with the college, whichever comes first) or cash advances (which I understand must be completely repaid no later than thirty (30) days from completion of the event for which the advance was intended or immediately upon termination of my employment with the college, whichever comes first); or tuition, various fees, housing, or meal plans. I agree that I have personal responsibility for such obligations incurred or imposed on my account.
3. If I fail to pay or repay any unpaid balance or sums owed to W&M, I agree that W&M may take such steps as are necessary to recover funds owed to the university. These include:
  - a. Deduction of such debt from any funds due to me from or through the university (this includes administrative offset). The sources of such offsetting funds includes wages and financial aid.
  - b. W&M (through its employees, agents, and service providers) may contact me by telephone at any telephone number associated with my account, now or in the future, including wireless telephone numbers. W&M (through its employees, agents, and service providers) may contact me by sending text messages or emails, using any email address or telephone number that I provide. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.
  - c. I agree to pay all costs of collection, including late payment fees, additional fees of third party collection agencies or attorney’s fees (up to 30% of the principal, interest, and late charges accrued prior to referral to such agency or attorney), court costs, and/or any other charges necessary for the collection of this debt.

This agreement is subject to the laws of the State of Virginia, without regard to its conflict or choice of law provisions. I irrevocably consent to the jurisdiction of the state and federal courts located in Williamsburg/James City County, Virginia in any lawsuit arising out of efforts to collect funds owed to the university, or the enforcement of any judgment.

Banner ID#	Printed Name	Signature	Date
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**For W&M employees requesting a travel advance**, please print and sign the form and upload an electronic version into the W&M Chrome River travel system.

**For online MBA, MSBA or Graduate Education students**, please print and sign the form, then scan and send via your W&M email only to Joyce Lampkin ([jlmu@wm.edu](mailto:jlmu@wm.edu)). You may also mail the signed form to: College of William and Mary, Bursar’s Office/Joyce Lampkin, P O Box 8795, Williamsburg, VA 23187-8795.