



New Student	_____
Returning Student	_____
Re-Entry Student	_____
Late Fee	_____

**STUDENT'S RESPONSIBILITY AGREEMENT**  
**Academic Year Fall 2023 – Summer 2024**

**Student:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

\_\_\_ I will be applying \_\_\_ I have applied for financial aid through Martin University \_\_\_ Cash

\_\_\_ Veteran Administration/Department of Defense \_\_\_ Employer Pay \_\_\_ Outside Scholarship \_\_\_ Other

Bursar Clearance \_\_\_\_\_ By \_\_\_\_\_ Approved Date \_\_\_\_\_

**I fully understand that I may or may not receive enough financial aid to cover my entire balance, therefore, the responsibility for any unpaid tuition, fees, and books/bookstore charges will rest entirely with me as the student.**

If at any time my student account with the University goes into default, I understand that the University will turn my account over to a collections agency or may elect to pursue other legal attempts to collect the debt. Grades, transcripts, recommendations, or other academic services will not be provided if there is an unpaid balance on my account.

The student's signature attests to his / her understanding of the costs, fees, and responsibility to complete financial aid requirements and make payment arrangements (if needed) for any remaining balance.

Actual charges will be posted to your account. Students can manage their MU account by logging on to your student portal.

**Signature:** \_\_\_\_\_

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



## Student Laptop Request

**Student:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

Martin University offers a highly functional and reliable laptop option for students, ensuring they have the essential tools for academic success in their courses. The laptop available for purchase is an HP model equipped with Windows 11, known for its robust performance, user-friendly interface, and a wide range of features that cater to both academic and personal use. Students will be charged a \$600 laptop fee, which will be posted to the student ledger accessible through the student portal.

In the likes that a student does not want to purchase a laptop through the university, it is recommended that students purchase a Windows 10 or 11 laptop with a i3/i5 processor and 8GB Ram Memory. Other software may not be compatible with assignments in particular courses. In the case that students purchase or already own laptops outside of Windows 10 or 11, the Student Success computer lab is available to use to finalize or complete assignments.

I understand by electing to purchase a laptop, whether using financial aid or other means, I have made a non-refundable purchase and will be responsible for the maintenance and upkeep of the device. Martin University is not responsible for lost/stolen, viruses, or updates to the device, but solely my responsibility.

The student's signature attests to his / her understanding of the costs and responsibility of requesting a laptop through Martin University.

\_\_\_\_ *Yes, I would like to use my financial aid award toward the purchase of a laptop.*

\_\_\_\_ *No, I would not like to use my financial aid award toward the purchase of a laptop.*

**Signature:** \_\_\_\_\_

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