

EASTERN ILLINOIS UNIVERSITY
COHORT STUDENT AGREEMENT

I understand that I will not be enrolled in cohort classes until this agreement has been signed and returned to the School of Continuing Education at Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.

COMMUNICATION

I understand that all communication, including correspondence regarding the cohort costs, meeting time(s) and location(s), course drop deadlines, as well as payment information and receipts, will be conducted through the Eastern Illinois University (EIU) email account system (Panthermail). I will check my EIU email account regularly for correspondence from the School of Continuing Education. If you need assistance, please contact technical support at (217) 581-4357.

Due to the hybrid nature of cohorts, where course length is varied in a given semester, punctuality is a necessity when enrolling, paying, or dropping a cohort course.

TUITION WAIVERS

Tuition and Fee Waivers and scholarships cannot be used for cohorts because cohorts are sponsored by agencies that are not under obligation to fulfill financial renunciations issued by Eastern Illinois University or its affiliates. **Military** must notify the School of Continuing Education to use Military waivers or benefits.

PAYMENT

If payment is not made on or before the due date, the student may be dropped from the course and not be reinstated. NSF checks will be treated as non-payment. Failure to adhere to payment procedures for two courses may result in the student being dropped from the cohort. **Payment is made to a contracted agency for your classes and, which as a third party collects tuition and fees instead of Eastern Illinois University. No 1098T forms will be issued and no information will be provided to the IRS.**

FINANCIAL AID RECIPIENTS

If receiving financial aid, a financial aid letter of verification must be provided to the School of Continuing Education on or before the first night of class. **The student's payment to the cohort partner must be mailed and postmarked within one week after the student's receipt of financial aid or the student may be dropped from that semester's classes. It is the responsibility of the student to ensure that all Financial Aid requirements have been met.**

DROPPING A COHORT CLASS

Cohort classes have drop dates that are based on the start date and length of the class. If classes are not dropped by the drop deadline date, the student will be financially responsible for payment of the course. These dates will be provided by EIU email correspondence.

ATTENDANCE

Attendance is mandatory for all courses in which the student is registered. Any exceptions must be approved by the instructor in advance unless it is an emergency that meets the guidelines of Eastern Illinois University. Documentation may be required.

STUDENT I.D.

Your EIU Student ID card will be sent after you have been admitted and registered for classes.



By signing below, I agree to the terms of this student cohort agreement and give my permission to the School of Continuing Education to access and share with the Regional Office of Education cohort partner any information related to my enrollment, payments, and financial aid status necessary to accomplish the administrative tasks relevant to the payment process.

Student Signature

Student Name (Please Print)

Date

Cohort Title