



**REVOLVING CHARGE ACCOUNT AGREEMENT**

Welcome to Oregon State University. This form is a charge agreement which covers the terms and conditions of conducting business with OSU. Please read it carefully. We look forward to doing business with you.

OSU offers extended payment terms utilizing a revolving charge account program as authorized by the Oregon State Board of Higher Education (OAR 580-040-0041). According to Oregon State Administrative Rules (OAR 576-010-0021):

Any person, organization, or agency that incurs charges, fines, or penalties at Oregon State University is automatically enrolled in the revolving charge account program, provided that Oregon State University may deny use of the revolving charge account program privilege to persons, organizations, or agencies that do not have a good credit history with Oregon State University. This account will remain active as long as you receive University services or have an account balance.

You will receive a monthly statement showing all activity during the statement period, both charges and payments. The balance due will be stated. Payment will be required on or before the 1<sup>st</sup> of the month following the billing statement. Interest will be charged each month on any unpaid balance after the 1<sup>st</sup>, at the rate of one percent per month (12% APR).

If you have questions regarding the account, you may call the OSU Business Affairs at (541) 737-3775.

Social Security Number Consent and Disclosure Statement

OSSHE requests that you provide your Social Security Number to assist OSU in developing accurate accounts receivable, identification of accounts, statistical compilations, collection of delinquent accounts, and reporting to credit bureaus. By providing your Social Security Number you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required and, if you choose not to do so, you will not be denied any right, benefit, or privilege. You may revoke your consent for use of your Social Security Number at any time by notifying the Office of Business Affairs at Oregon State University.

PERSON OR ORGANIZATION RESPONSIBLE FOR CHARGES

SSN or TAX ID NUMBER

**BY MY SIGNATURE I ACKNOWLEDGE I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE OREGON STATE UNIVERSITY REVOLVING CHARGE ACCOUNT.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## TERMS AND CONDITIONS

Participants in the revolving charge account program shall sign a revolving charge account agreement in a form provided by OSU and shall abide by the terms and conditions of the program. Debt amounts resulting from fines, penalties, and similar types of amounts owed may be added to a revolving charge account enforceable against the responsible debtor, even though the debtor has not signed a revolving charge account agreement.

- **Payments:** Monthly revolving charge account statements are produced on the 5<sup>th</sup> of each month by the OSU Office of Business Affairs. Payment is due by the 1<sup>st</sup> of the month following the billing statement. Charges incurred are the responsibility of the debtor whether or not they have received a billing statement.
- **Interest Charges:** Interest will be charged each month on any unpaid balance at the rate of one percent per month (12% APR). Revolving charge account debtors have the right to pay the outstanding debt in full at any time without penalty.
- **Delinquent Accounts:** Delinquent accounts will be processed under the procedures described in OAR 576-010-0011 (OSU Collecting Accounts and Notes Receivable). The OSU Office of Business Affairs exercises diligence in collecting delinquent accounts by pursuing remedies, as appropriate, including but not limited to the following:
  - Withholding further account receivable privileges
  - Utilizing Department of Revenue as a collection agent, including utilization of the Department of Revenue Set Off Individual Liability program, which may result in a reduction of a debtor's tax refund by the amount owed the University
  - Using commercial credit reporting agencies by contract and as permitted (or required by law)
- **Collection Costs:** Accounts referred to collection will be assessed all collection costs as permitted by statutes and regulations, including, but not limited to: collection agency charges, reasonable attorney's fees including attorney fees on appeal, and court costs;
- **Address Updates:** The account holder is responsible for informing the Oregon State University Office of Business Affairs of any name and address change occurring during the term of the revolving charge account agreement.
- **Billing Rights:** A debtor may challenge a charge within 60 days after the first bill on which the suspected error or problem appeared. Challenges should be directed to the office initiating the charge and include a copy of the bill challenged and documentation evidencing the suspected error or problem. The Oregon State University Office of Business Affairs will assist debtors who have difficulty identifying the office initiating the charge. If an error is found, affected charges will be adjusted.
- **Notification of Changes:** Oregon State University reserves the right to amend the terms and conditions applicable to revolving charge accounts without securing a new agreement. Debtors shall be notified, in writing, of any changes in applicable interest rates, before the changes go into effect.