



Bursar's Office  
MC 120-87  
Pasadena, CA 91125  
(626) 395-2988

## MASTER PROMISSORY NOTE

I am registering for educational courses at the California Institute of Technology. I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, housing, meal plan costs and other related educational expenses associated with my enrollment ("Educational Expenses").

The Institute considers any unpaid balance an extension of credit. By executing the Master Promissory Note, for good and valuable consideration, I am promising to pay all Educational Expenses representing the balance of my account under the terms of this Master Promissory Note. In addition, I understand and agree to the following terms and conditions:

1. I will not be allowed to register for a term if I have not paid the balance in full for the previous term or made the appropriate financial arrangements.
2. I acknowledge and agree that the Institute may withhold further services until payment is rendered as agreed. Services include, but are not limited to: the use of my UID card for purchases, issuance of my grades, transcripts, diploma(s), and future enrollments
3. In the event that I withdraw from the Institute, I shall do so according to the schedule established by the Institute, which is available at <http://www.registrar.caltech.edu/> under Academic Calendar. If I withdraw after the established deadline, I promise to pay the Institute for any and all Educational Expenses.
4. I acknowledge that if I graduate early, prior to 12 terms, unless I am a transfer student, I will continue to be billed tuition for the full 12 terms. In addition, aid may not be disbursed to a student to cover tuition if they are no longer attending classes.
5. Students who underload, (take less than 36 units), will not receive a tuition reduction, only an aid reduction. Full tuition will be charged to the student account.
6. In the event I withdraw from the Institute, I must notify the Institute Housing Office in writing to cancel my housing contract and understand that I am responsible for paying all housing costs according to my housing contract.
7. If I incur any additional charges that may increase or create a balance (i.e., bank returned checks, housing damages, parking permit fees, miscellaneous costs or reversal of financial aid), I am solely and fully responsible for payment of these charges.
8. The Bursar's Office shall create a payment schedule under which I may make deferred payments toward the balance of my Bursar's account in order to advance pay tuition. Due dates shall be set in accordance with the payment schedule established by the Institute. In the event I fail to make payment when due, the Institute shall assess late fee(s) as disclosed in the Institute catalog. I agree to pay all late fees added to my Bursar's account.
9. The Institute may use a collection agency, which is subject to the Fair Debt Collection Practices Act. This account may be reported to the credit bureaus as allowed by the Fair Debt Credit Reporting Act, and may have a negative impact on my credit rating.
10. The terms and conditions, including rights and remedies, under this Master Promissory Note will also apply to any third party to whom the Institute may assign this note.
11. To waive the statutes of limitations as a defense to any demand for payment under the terms of this contract.
12. This Master Promissory Note creates certain financial responsibilities and that such financial responsibilities are not dischargeable in accordance with the United States Bankruptcy Code in any bankruptcy proceeding before the United States Bankruptcy Court.
13. This Master Promissory Note shall be construed in accordance with California law, and any lawsuit to collect an unpaid balance may be brought in the appropriate court setting in the State of California regardless of my domicile at the time of bringing such suit. In the event of litigation, I agree to pay all costs associated with such, including but not limited to, attorney and legal fees.

14. I am responsible for maintaining my current address and phone number either by writing or via access.caltech.edu address type "mailing address".
15. If I do not sign and complete this Master Promissory Note, I will not be permitted to register for class(es).
16. In the event that any term or condition of this Master Promissory Note is held invalid by any court having jurisdiction, the validity of the remaining terms and conditions shall be deemed severable and will not be affected thereby.

By signing and completing this page, I signify that I have read, understand and agree to the terms and conditions in the Master Promissory Note, including but not limited to the promise to pay all Educational Expenses representing the balance of my account under the terms of this Master Promissory Note.

\_\_\_\_\_  
 Student's Name (Please Print) Student ID #

\_\_\_\_\_  
 Student's Signature Date Birth date

\_\_\_\_\_  
 Permanent Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Local Address (If different from above)

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Home Phone # Cellular Phone #

\_\_\_\_\_  
 Personal Email Address Social Security #

**If I am under the age of 18 at the time this Master Promissory Note is executed, my parent or legal guardian must also sign.**

\_\_\_\_\_  
 Parent or Guardian's Name (Please Print)

\_\_\_\_\_  
 Parent or Guardian's Signature Date

\_\_\_\_\_  
 Permanent Address Home Phone #

\_\_\_\_\_  
 City State Zip