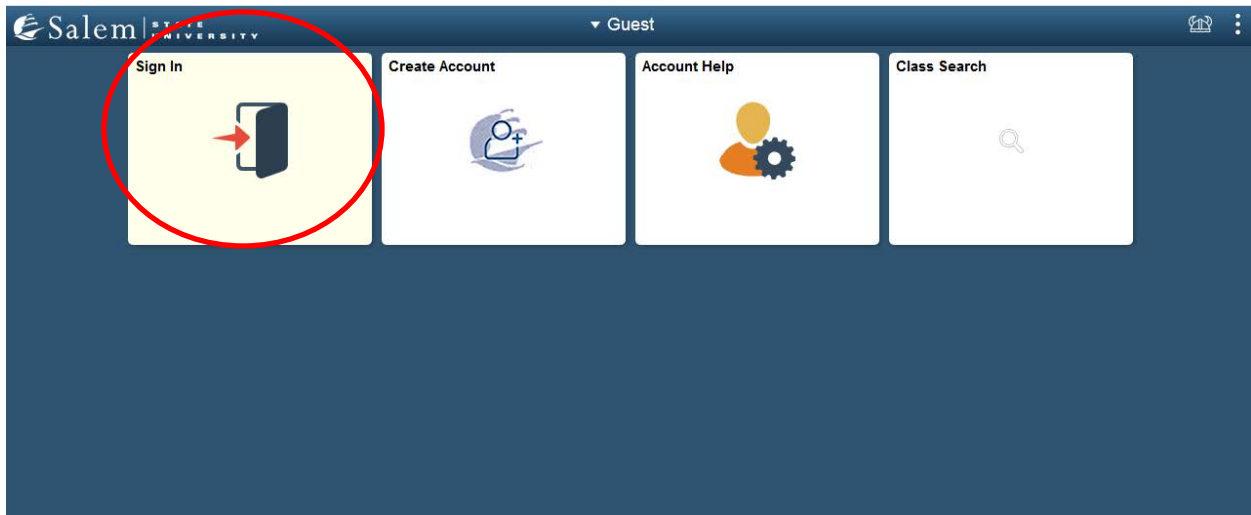


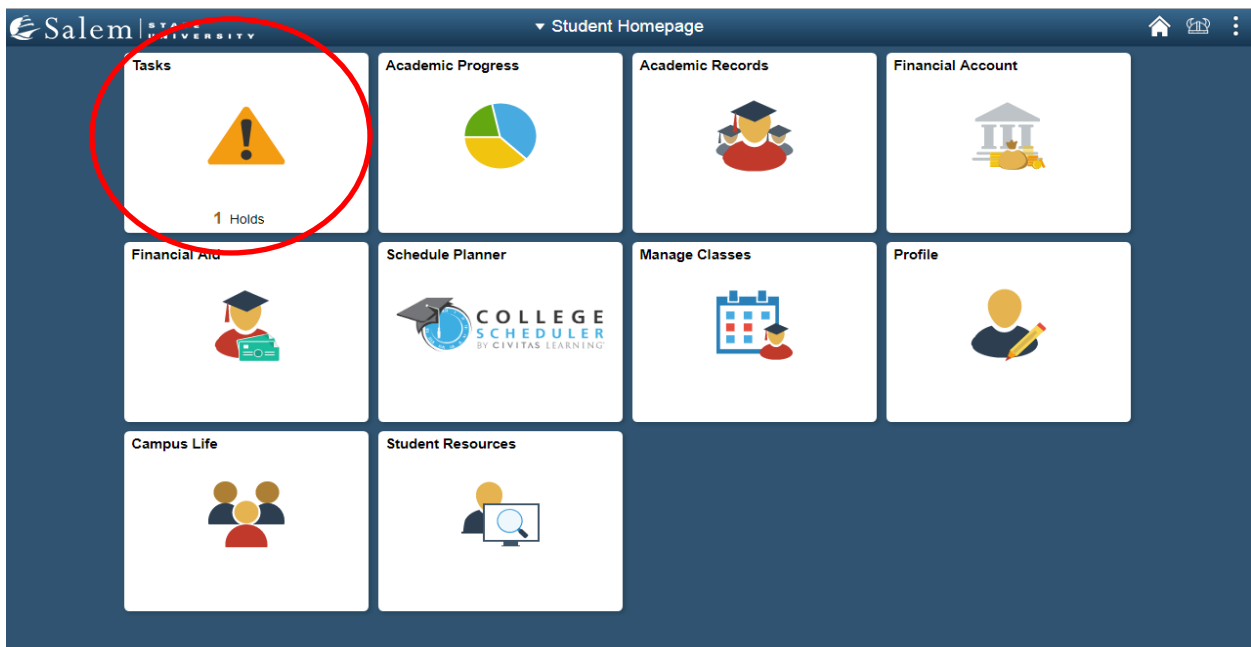
Student Navigation Center

How to: Complete My Financial Obligation Agreement

1. Log into Navigator.



2. At the Student Homepage, click on "Tasks".



3. Once you click on the “Task” page, it should by default take you to your “To Do List”. Here, you will click on your “Financial Obligation Agreement” in the table.

The screenshot shows the 'Tasks' page with a navigation menu on the left. The 'To Do List' tab is highlighted with a red circle. Below the menu, there is a 'To Do List' section with a table containing two rows. The second row, 'Financial Obligation Agreement', is circled in red. The table has columns for 'Task', 'Due Date', and 'Status'.

Task	Due Date	Status
Address Phone Email Emergency Verification		Assigned
Financial Obligation Agreement		In Progress

4. It is important that you read the information provided within the Introduction, being Step 1. Then, click “Next”.

The screenshot shows the 'Financial Obligation Agreement' page. The 'Next' button is circled in red. The page has a progress bar on the left with three steps: 1. Introduction (Visited), 2. Financial Agreements (Not Started), and 3. Complete Task (Not Started). The main content area displays 'Step 1 of 3: Introduction' with detailed text about the agreement.

5. Please read the information provided on the terms of the Financial Agreement in Step 2. Then, click “Accept”.

The screenshot shows the 'Financial Obligation Agreement' page at Step 2. The 'Accept' button is circled in red. The page has a progress bar on the left with three steps: 1. Introduction (Visited), 2. Financial Agreements (In Progress), and 3. Complete Task (Not Started). The main content area displays 'Step 2 of 3: Financial Agreements' with terms of the agreement and a list of bullet points.

6. After clicking “Accept”, the “Next” button will appear in the right-hand corner of the screen. Please click “Next” to continue.

The screenshot shows the top navigation bar with an 'Exit' button on the left, the title 'Financial Obligation Agreement' in the center, and navigation buttons '< Previous' and 'Next >' on the right. The 'Next >' button is circled in red. Below the navigation bar, the ID '0910012' is displayed. On the left side, a vertical menu lists three steps: '1 Introduction Visited', '2 Financial Agreements Complete', and '3 Complete Task In Progress'. The '2 Financial Agreements Complete' step is highlighted in green. The main content area is titled 'Step 2 of 3: Financial Agreements' and contains the text 'Terms of the agreement:' followed by a bulleted list of terms. At the bottom of the main content area, it says 'Agreement Date 05/15/2019'. An 'Accept' button is located in the top right corner of the main content area.

Financial Obligation Agreement

0910012

1 Introduction Visited

2 Financial Agreements Complete

3 Complete Task In Progress

Step 2 of 3: Financial Agreements

Terms of the agreement:

- As a recipient of university services, I understand that I am entering into a financial arrangement with Salem State University, and I am responsible and obligated to Salem State for the timely payment of tuition, fees, housing, meal plan and/or other charges, as applicable, incurred by me or on my behalf while at Salem State University.
- I understand that I will be notified by Salem State University at my Salem State email address when my bill is ready for viewing, and that it is my responsibility to review and pay my bill by the due date. I also acknowledge that the charges on my student account can change, in part, based on my activity so it is my responsibility to regularly review my account activity.
- I understand that I am responsible for maintaining my current address and phone number and updating Salem State of any changes. I give permission to Salem State and its agents and contractors to contact me at my current and any future mailing address(es), cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Salem State, or to send me general information.
- I also understand that it is my responsibility to review my schedule prior to the beginning of any term/session and take appropriate action if I do not plan to attend one or more classes for which I am registered. It is my responsibility to read and to understand the refund and withdrawal policies associated with any class in which I am registered.
- I further understand that if any portion of my student financial obligation is past due, Salem State may deny services including, but not limited to, (1) registering for classes; (2) receiving my diploma; and (3) receiving academic transcripts. Salem State University may also pursue any rights or remedies that are available to it at law, in equity or otherwise in order to collect on my student financial obligation, and that I will be responsible for any additional costs and expenses of collection.

For more information about tuition and fees, please visit the Student Navigation Center webpage at <https://www.salemstate.edu/campus-life/student-navigation-center>.

By clicking the "Accept" button I agree to the above terms of registration.

Agreement Date 05/15/2019

Accept

7. Complete the Financial Obligation Agreement by clicking, “Submit”.

The screenshot shows the top navigation bar with an 'Exit' button on the left, the title 'Financial Obligation Agreement' in the center, and navigation buttons '< Previous' and 'Submit' on the right. The 'Submit' button is circled in red. Below the navigation bar, the ID '0910012' is displayed. On the left side, a vertical menu lists three steps: '1 Introduction Visited', '2 Financial Agreements Complete', and '3 Complete Task In Progress'. The '3 Complete Task In Progress' step is highlighted in green. The main content area is titled 'Step 3 of 3: Complete Task' and contains the text 'Please click the "Submit" button to complete this activity guide and remove the hold.'

Financial Obligation Agreement

0910012

1 Introduction Visited

2 Financial Agreements Complete

3 Complete Task In Progress

Step 3 of 3: Complete Task

Please click the "Submit" button to complete this activity guide and remove the hold.

Submit