

Bowling Green State University
BG@100 Information Item
ESC Submission: January 24, 2008

Identification Information:

<i>Reference Number</i>	MOR-0007
<i>Functional Area</i>	Bursar's Office
<i>Title</i>	Financial Responsibility Agreement

Background Information:

The Financial Responsibility Agreement (FRA) is a form that all students must sign every year prior to registering for classes at Bowling Green State University. The Agreement states that the student is accepting responsibility for all financial obligations they acquire by registering at BGSU. All students have a hold placed on their record that prevents them from registering for classes until the agreement is accepted. From the hold information a student can view and agree to the terms of the agreement on-line. If the student agrees with the terms of the document they are able to validate their agreement on the electronic form and the registration hold is released. Students without access to the internet are able to submit a paper form with an ink signature. When the Financial Responsibility Agreement was first implemented in January 2007; students under the age of 18 were not allowed to sign the agreement electronically. Instead, they were required to print the agreement and have their parents/guardians sign the agreement. Once this form was returned to the Bursar's Office, the staff would release the registration hold of the student.

Information Item:

Since the initial implementation of the Financial Responsibility Agreement, two significant issues have arisen that need to be rectified.

- 1) Students under the age of 18 would show up on campus for the Orientation and Registration program, unable to register until they had their parents sign the FRA form and return it to the Bursar. This caused significant delays and frustration to the students when they initially attempted to register, many times because their parent/guardian was not with them. At this time, it has been decided that the age constraint is to be lifted. All coding and practices requiring students under the age of 18 to garner their parents' signatures should be eliminated and these minor aged students may complete the electronic web form the same as all other students.
- 2) Students would show up to register for classes during Orientation and Registration without having reviewed and accepting the terms of the Financial Responsibility Agreement. This would cause delays for advisors and administrators trying to register the students. To proactively aid the staff during Orientation and Registration, there will be a column added to report *B0151040* which indicates which students have/have not completed their Financial Responsibility Agreement. Having this information available will allow staff that are interacting with students during the first day of Orientation and Registration the opportunity to advise students to complete the FRA prior to sitting down with registration professionals on day two of O-REG. {This portion of the information item is accommodating the request in MOR-A004, Financial Responsibility Agreement Status Report}.

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As designed the current process and the process with the above changes are considered to be a temporary solution to meet the requirements of the Financial Responsibility Agreement. As the PeopleSoft implementation proceeds, the BG@100 team will investigate less invasive opportunities to have students agree to their financial obligations.

Presented By:

Name	Project Role
Christopher Cox	Registrar/Co-Director

