



## Consent to Conduct Business Electronically

When you use electronic services provided by the University, you consent to allow the University to conduct business electronically including having communications provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Your consent is valid until your student access to Husson University's student portal expires or until you revoke your consent in writing provided to the Office of Financial Aid [or Student Accounts]. Categories of records to be provided electronically may include but not be limited to:

- **Registration Documents:** including but not limited to enrolling, dropping, or withdrawing from courses, reviewing schedule and grades, FERPA release requests, graduation petitions, ordering official transcripts, release of information to third parties, student enrollment verification forms.
- **Admission Documents:** including but not limited to applications for admission, acceptance offers.
- **Financial Aid Documents:** including but not limited to viewing/accepting/declining financial aid offers, authorizations to hold, release, or return funds including Title IV funds, receiving notifications of loan disbursements.
- **Student Accounts Documents:** including but not limited to viewing and paying balances, signing up for payment plans, waiving health insurance, authorization to use federal Title IV financial aid funds for non-allowable charges, choosing refund preference, receiving IRS 1098T form.
- **Miscellaneous Documents:** including but not limited to receipt of consumer information about the University, any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.
  - In order to conduct business electronically with Husson University, you must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser, and email software.
  - Husson University reserves the right to provide records in paper format at any time. By consenting to electronically conduct business, however, you agree that Husson University is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from the computer.
  - You may withdraw your consent to electronically conduct business at any time but only by providing written notice to the Office of Financial Aid [or Student Accounts]. However, if you withdraw consent, any Agreements or Transactions between you and Husson University during the period after your consent to do business electronically, and before your withdrawal of consent will be valid and binding on all parties. To withdraw consent, contact the Registrar's Office which will confirm the effective date of your withdrawal.

- If you do not agree with any of these items and you provide written notice of such to the Office of Financial Aid [or Student Accounts], you should select the "Sign Out" link and exit the Husson University student portal. By selecting "Sign Out", you will not be able to use the student portal to conduct business electronically with Husson University. This includes not being able to access accounts and information online. To proceed with or obtain more information about conducting business in a non-electronic medium, you must contact the Office of the Registrar.

WHEN USING ELECTRONIC RESOURCES PROVIDED BY THE UNIVERSITY, YOU ACKNOWLEDGE THAT YOU HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS WITH THE UNIVERSITY USING ELECTRONIC METHODS, INCLUDING THE INFORMATION ABOUT HOW TO ACCESS CONSUMER INFORMATION ABOUT THE UNIVERSITY, AND HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF YOUR CHOICE ON THE MEANING AND IMPLICATIONS OF THIS CONSENT. YOU AGREE THAT THE UNIVERSITY MAY PROVIDE YOU WITH THE ABOVE-LISTED CATEGORIES OF RECORDS IN ELECTRONIC OR ANY OTHER REASONABLE FORMAT AND YOU CONSENT TO ELECTRONICALLY ENTER INTO TRANSACTIONS RELATED TO THOSE RECORDS.