

Name of Student: \_\_\_\_\_

Thank you for your interest in receiving information electronically from Argosy University and its corporate parents, subsidiaries and affiliated companies (collectively, the "Campus," "we," "us," or "our"), and signing Campus documents using electronic signatures. Before you can complete Campus documents online and receive information, including student account-related information, electronically, by email instead of in writing or in paper or by regular mail, federal law requires that you consent to receive information and disclosures electronically and agree to the use of electronic signatures on documents related to your relationship with us. Please review the information below prior to giving your consent and agreement. We recommend that you print a copy of this Disclosure and Consent, which includes this document and all of its contents, and maintain a copy for your records.

### e-Sign CONSENT

Please print and retain a copy of this Disclosure and Consent for your records.

1. **Scope of Consent.** By accepting the Disclosure and Consent, you agree that the Campus may provide you with the following categories of records and information in electronic format only instead of providing a paper copy to you, and you consent to use electronic signatures in connection with transactions involving such records and information ("Records"). Records to be provided electronically may include:
  - a. **Academic Affairs Documents**, including but not limited to FERPA Release Requests, Graduation Applications, Release of Information to Third Parties, and Student Verification Request Forms.
  - b. **Admission Documents**, including but not limited to Enrollment Agreements, Applications for Admission, Learning Center Agreements, Student Acknowledgement Forms, Student Disclosure Forms, Timeline Agreements, and Transcript Request Forms.
  - c. **Career Services Documents**, including but not limited to Educational Waivers, Employer Verification Letters, and Student/Graduate Verification Letters.
  - d. **Financial Aid Documents**, including but not limited to Authorizations to hold, release, or return funds including Title IV funds, Award Letters, Dependent and Independent Verification Worksheets, Financial Aid Applications and Planning Applications, Institutional Applications, Payment Option Policy Agreements, and Student Authorization to Hold or Use Funds.
  - e. **Student Accounts Documents**, including but not limited to Return Loan Requests and Student Authorization, Stipend Requests, and Refund Requests. Student Account means your online access to your personal institutional records and agreements, as well as disclosures and other documents issued by the Campus.
  - f. **Miscellaneous Documents**, including but not limited to any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.

These documents will be provided to you electronically by such means as the Campus shall determine in its discretion, including but not limited to email (or a link set forth in an email), or the student portal. Your consent will continue to be effective unless you withdraw it in the manner provided below.

We may provide Records to you electronically by posting them online or by email, which may include attachments or embedded links. We reserve the right to provide you paper communications at any time. We also reserve the right to send records or information to you electronically even if you decline to accept this Disclosure and Consent to the extent we are permitted to do so by law.

2. **Withdrawal of Consent.** If you do not consent, you will not be able to receive your student account information and disclosures electronically and The Campus may require you to sign all Campus documents with a physical signature. You have the right to withdraw consent to receiving information electronically at any time. To electronically withdraw your consent to this Disclosure and Consent after you have enrolled into the campus email the Argosy Uni-

versity's Registrar- Keri Becker 1403 N Howard Ave, Tampa, FL 33607 with your request. The Disclosure and Consent will be made available to you on your Student My Campus Common to review, modify your consent and resubmit. You agree to receive documents electronically for a reasonable amount of time after your withdrawal of consent is received.

- 3. Paper Copies.** Paper Copies. To obtain a paper copy of your documents, print the document(s) from the screen on your personal computer. You can also download the document(s) with disclosures to your hard drive or other storage device. To obtain a duplicate copy of your documents in paper form (a) send a written request to Argosy University's Registrar- Keri Becker 1403 N Howard Ave, Tampa, FL 33607 85021 or (b) visit the Argosy University's Registrar- Keri Becker 1403 N Howard Ave, Tampa, FL 33607, to request a specific document. Requests for paper copies of these documents will be subject to reasonable fees for copying. 1403 N Howard Ave, Tampa, FL 33607
- 4. Hardware and Software Requirements.** To access your account-related information, you must have an active e-mail account, a personal computer (PC) or Macintosh computer with a working connection to the Internet. Your Internet browser software must support 128-bit encryption and you will need required software, such as Adobe Acrobat Reader and Microsoft Word. Please access the following [link](#) for information concerning computer specifications and connecting to the campus network:

At the option of the Campus, information may also be sent to your Argosy University e-mail address. Please modify your e-mail security to allow e-mails from us. It may be necessary to notify your Internet service provider that this is an allowable e-mail. From time to time, we will conduct system upgrades. We will inform you of any revised hardware or software requirements that may be in effect after an upgrade to allow you to continue to access your student account and disclosures electronically.

You agree to keep us informed of your current contact information, including your physical address, by sending such changes in the student portal to the Argosy University Registrar's Office at the address shown above.

By electronically signing documents, you agree to all the terms and conditions of such documents. The Campus may retain and store the executed documents in electronic format. An electronic record of a signed document will be deemed to be the original, signed document for all purposes.

If any provision of the foregoing Disclosure and Consent is deemed invalid, illegal or otherwise unenforceable, we agree that it shall be modified to the minimum extent necessary to render it valid, legal and enforceable. If a provision cannot be modified in a manner that would make it valid, legal and enforceable, the provision shall be severed, and all other provisions shall remain in full force and effect. Any failure on our part to enforce any of the terms of the foregoing terms of the Disclosure and Consent or to exercise any right shall not be considered a waiver of our right to enforce each and every such term or exercise such right or any other right.

- Accept:** By selecting "Accept" I acknowledge that I read, understood, and agree to this Disclosure and Consent.
- Decline:** You have chosen not to consent to the submission and receipt of information electronically and to electronically sign application documents. You may continue to proceed with the Online Application and upon completion, you will be prompted to print the applications using your browser's Print button in order to sign and then you'll fax them to your Admissions Representative. We reserve the right to send you records or information electronically even if you decline to accept this Disclosure and Consent to the extent we are permitted to do so by law.

**Date:** \_\_\_\_\_