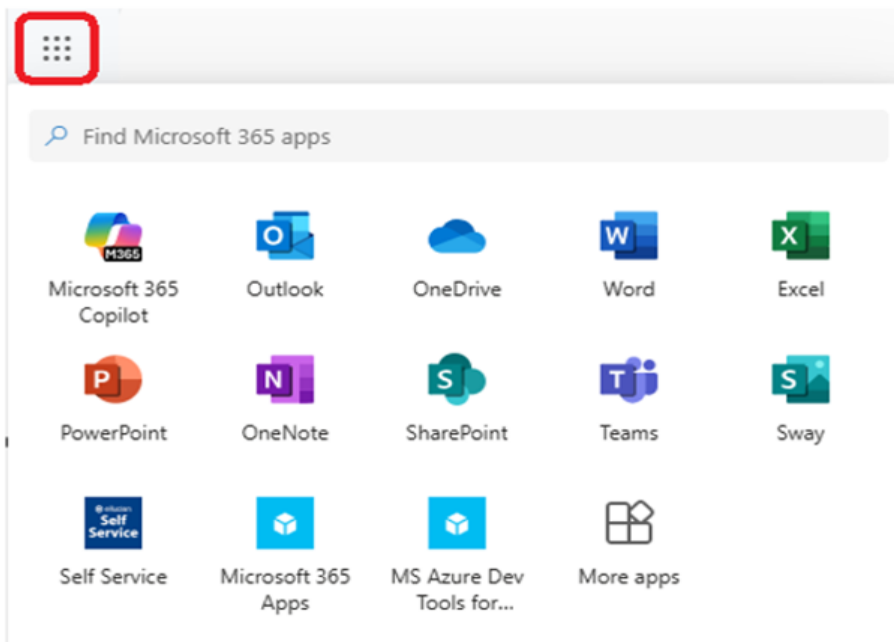
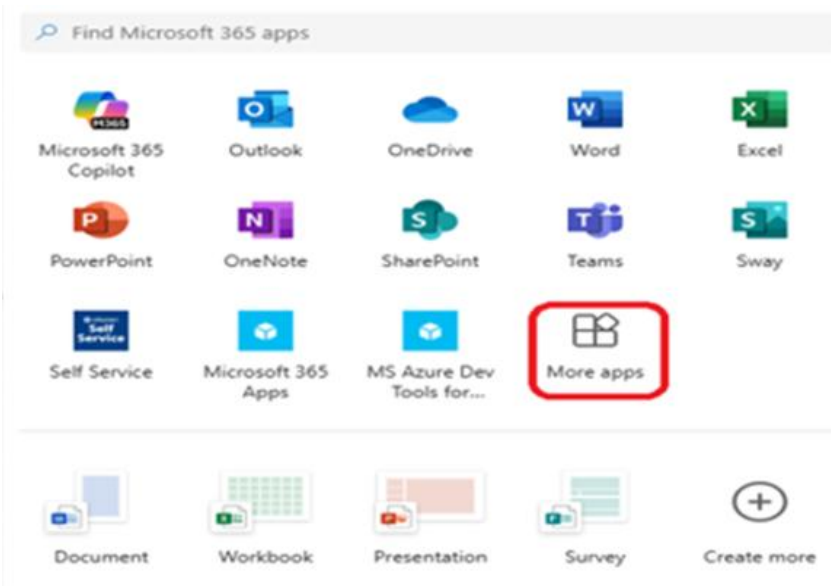


How to Sign the Required Agreements

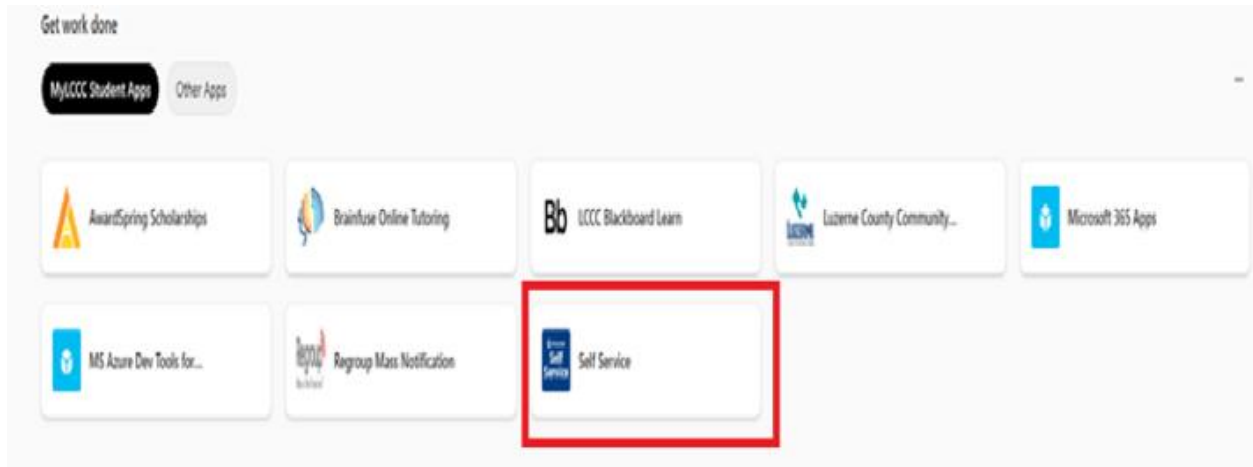
1. Once signed into your MS 365 Outlook, click on the 9 dots in the upper left-hand corner. This is the App Launcher. The Agreement is in Self-Service.



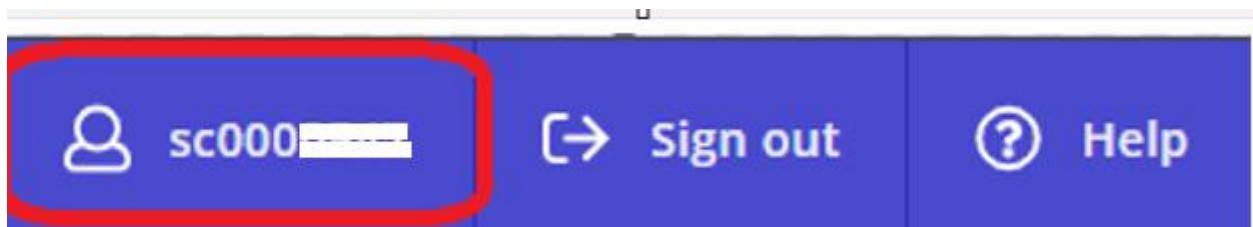
2. Click on More Apps



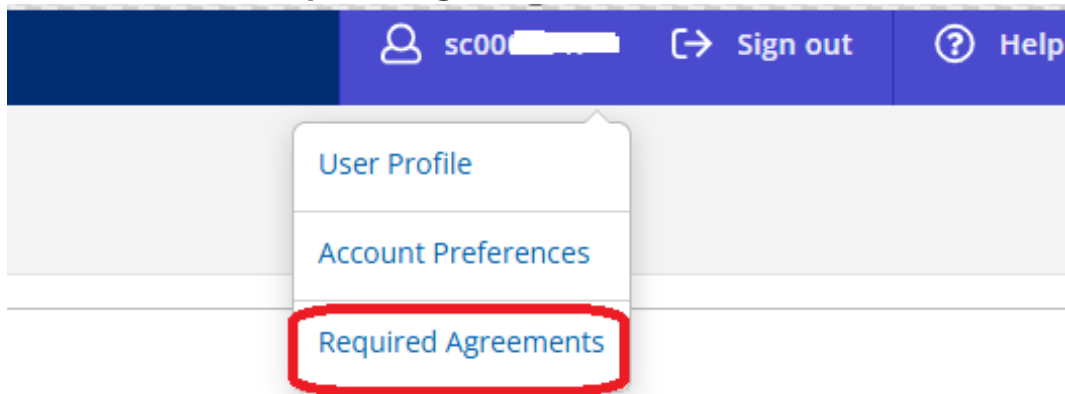
3. The Self-Service Icon as well as other apps, will populate on the screen. Click on the Self-Service icon.



4. Click on your profile in the upper right corner.



5. Click on Required Agreements.



6. Click [View](#)

Due Date	Status	Action
7/1/2025 	Incomplete	View

7. Click Accept. This will sign the document.

Luzerne County Community College Student Financial Obligation Agreement

Please read this agreement carefully

Promise to Pay

I understand that when I register for any class at Luzerne County Community College, I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration. I further understand and agree that my registration and acceptance of these terms constitutes a contractual agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Luzerne County Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date.

Withdrawal

If I decide to completely withdraw from Luzerne County Community College, I will follow the instructions on the Official Withdrawal Form which can be located [here](#), which I understand and agree are incorporated herein by reference. I understand and agree if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule. I have read the terms

Cancel

Accept