

COMPLETING THE FINANCIAL TERMS AND CONDITIONS

- Log into your MaineStreet, Student Self-Service, Student Center.
- Your **To-Do-List** will show on the right side of the screen. Select the Financial Terms and Conditions Statement. You will be taken to the online statement.

The screenshot shows the Student Services Center interface. At the top, there is a dark blue header with the text "Student Services Center". Below this, there is a navigation bar with tabs for "Student Center", "General Info", "Admissions", "Academics", "Finances", "Financial Aid", and "Transfer Credit". The "Academics" tab is selected. The main content area is divided into several sections. On the left, there is a sidebar for "Academics" with links for "Enrollment", "My Class Schedule", "Wish List", "Academic History", "Grades", "Degree Progress Report", "Academic Summary", "Course History by Subject", and "Transfer Credit Report". Below this is a dropdown menu labeled "other academic...". In the center, there is a "This Week's Schedule" table with columns for "Class", "Schedule", and "Room". To the right of the schedule, there are links for "Deadlines", "URL", and "Gradebook". Below the schedule is a "Weekly Schedule" link. On the far right, there is a "To Do List" section with a link for "Financial Terms and Conditions" and a "Detail" link. A red arrow points from the "Financial Terms and Conditions" link in the "To Do List" to the "Financial Terms and Conditions" link in the "Message Center" section above it.

- Read the statement and then select the ACCEPT box. Click the yellow SAVE button in the lower left corner.

The screenshot shows a scrollable text area containing the following text:

• After all my financial aid is applied toward my account, I will be responsible for all remaining charges as well as any subsequent additional charges.

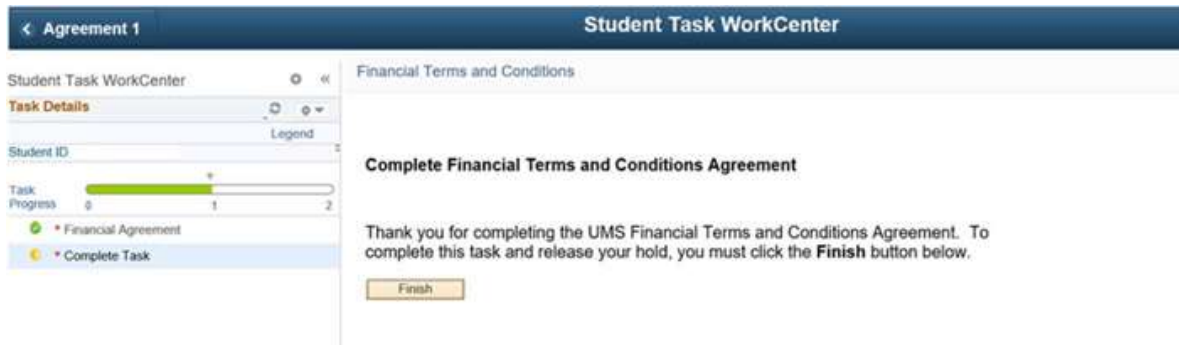
• If my eligibility for financial aid changes or in the event that I have not met the specified requirements for receiving such aid, I will be responsible for the full balance of outstanding charges, which may include repayment of refunds issued to me.

• If payment, whether from financial aid, scholarships or third party, has not posted to my account or if I lose my eligibility, I will be responsible for paying my outstanding balance.

• I also understand that administrative, clerical or technical billing errors do not absolve me of my financial

Below the text area, there is a checkbox labeled "Accept" which is checked. At the bottom left, there is a yellow "Save" button. At the bottom right, there is a "Date 10/29/2020" and a "Printable Page" button.

- At the top of the page click the yellow NEXT button.
- You will be taken to the next page. Click the yellow FINISH button followed by clicking the EXIT button at the top of the page.



- You will be returned to the Student Center; the hold will have been removed.
- If you have questions or experience difficulty with the process contact the Merrill Center at (207) 778-7100 or stop by and use the kiosk available in the Merrill Center.