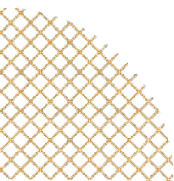


# Financial Responsibility Agreements (FRA)

Used in Action Item Processing



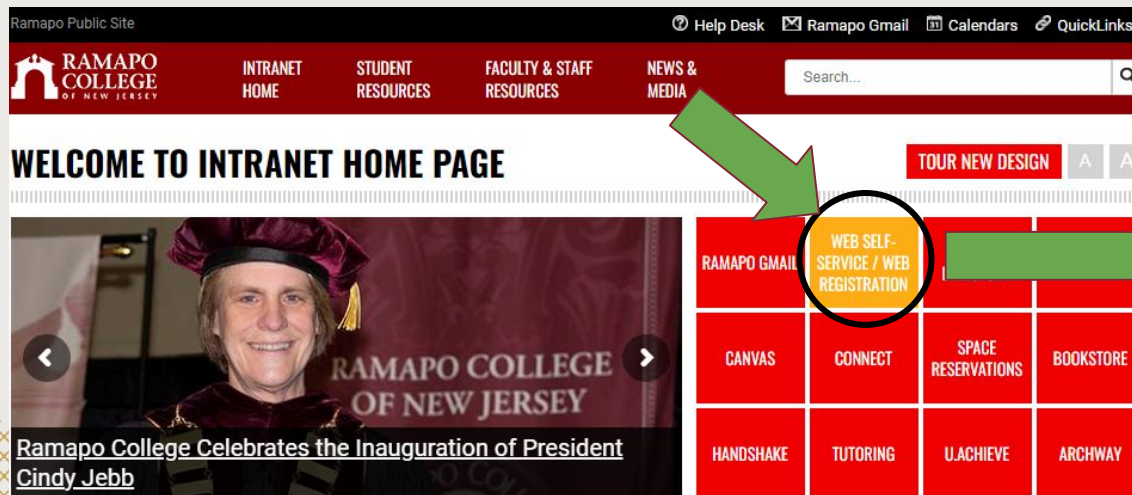
# What is an FRA?

The FRA is a mandatory agreement that informs students of their financial responsibilities associated with enrolling for classes at Ramapo College, and explains the potential consequences that may result if they do not meet those obligations.

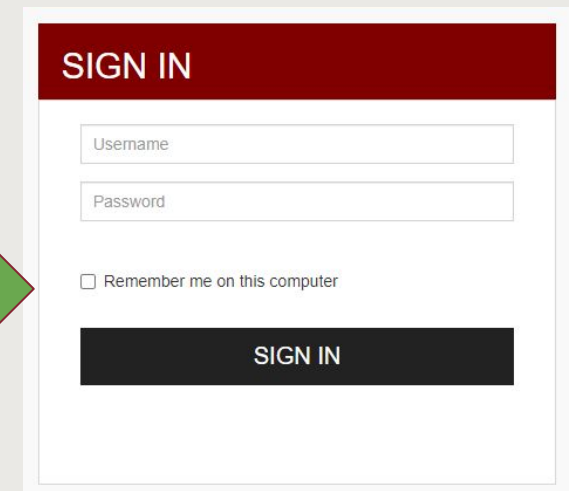
All Ramapo students are required to complete an FRA twice a year, and students are prevented from registering without completing the agreement.

# Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



Enter Secure Area  
General Financial Aid  
Class Schedule  
Course Catalog



The 'SIGN IN' form is displayed on a white background with a red header. It contains the following elements:

- SIGN IN** (header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (button)

A green arrow points from the 'Enter Secure Area' text box to the 'SIGN IN' form.


# Action Item Processing

- Click on Personal Information
- Click on Action Items

Personal Information Student Services & Financial Aid Employee

Search  Go

## Main Menu


- Personal Information**  
View Your Personal Profile 
- Student Services & Financial Aid  
Register, View your academic records; Account Summary, Make a Payment, Payment Plan; I
- Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.


**RELEASE: 8.9.1.3**


Personal Information Student Services & Financial Aid Employee

Search  Go

## Personal Information



 **Employees:**  
Your personal information has been gathered and updated on an ongoing basis. You can update  
them via Employee Self Service.

- Personal Profile 
- Action Items**
- Holdings and Waivers

**RELEASE: 8.9.1.3**

# Financial Responsibility Agreement for Registration

- Click the link on the left side of the page titled Financial Responsibility Agreement (FRA) for Registration
- DO NOT click Return (upper right hand corner) at this time

Action Item Processing

## Action Item Processing

### Welcome

You have the following items that require your attention.

#### Action Item Instructions

1

#### [Instructions](#)

#### [Financial Responsibility Agreement \(FRA\) for Registration](#)

Halt Processes:

Register for Classes

End Date:03/06/2023



Pending

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the

#### Action Item Instructions

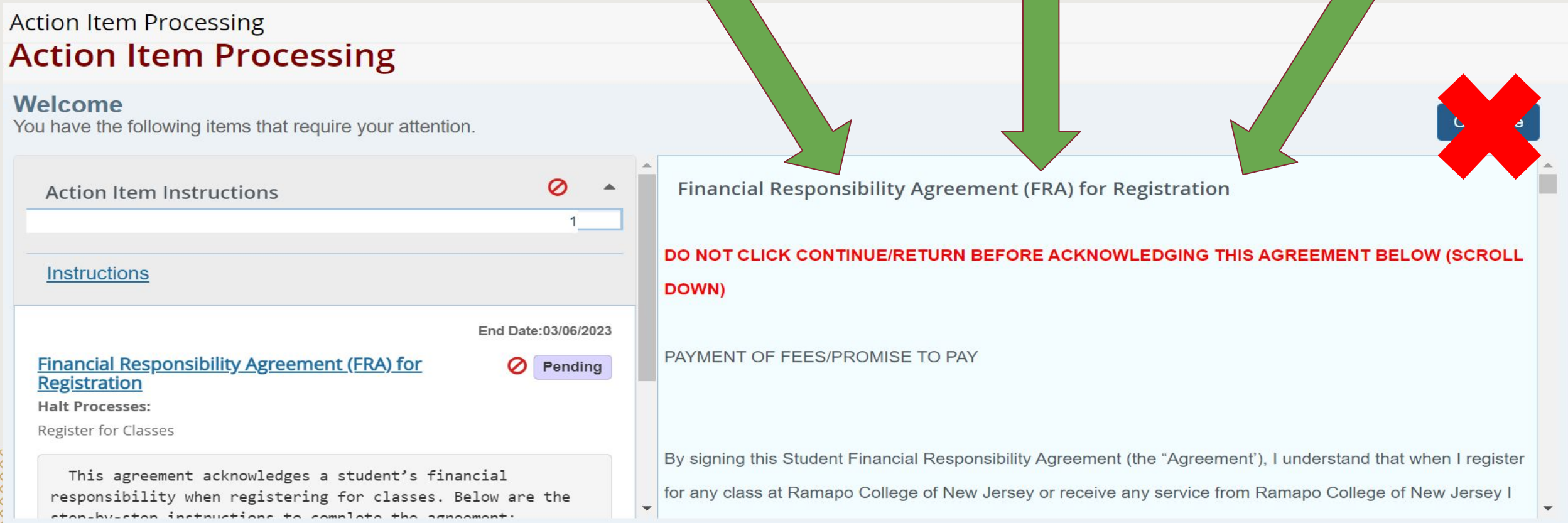
1. Click the link titled Financial Responsibility Agreement (FRA) for Registration (in blue, to the left).
2. Scroll to the bottom of the agreement and check the box to acknowledge the agreement, then click Save.
3. ONLY THEN scroll back up and click the blue Continue button (or Return button).

For a full set of instructions, [click here](#).



# Review the Agreement

→ The agreement will be on the right, review it in its entirety by scrolling down



Action Item Processing

## Action Item Processing

Welcome  
You have the following items that require your attention.

Action Item Instructions

1

[Instructions](#)

End Date: 03/06/2023

[Financial Responsibility Agreement \(FRA\) for Registration](#) ⊘ Pending

Halt Processes:  
Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

### Financial Responsibility Agreement (FRA) for Registration

**DO NOT CLICK CONTINUE/RETURN BEFORE ACKNOWLEDGING THIS AGREEMENT BELOW (SCROLL DOWN)**

PAYMENT OF FEES/PROMISE TO PAY

By signing this Student Financial Responsibility Agreement (the "Agreement"), I understand that when I register for any class at Ramapo College of New Jersey or receive any service from Ramapo College of New Jersey I

# Acknowledgement

- Check the Acknowledge box to signify you have read and acknowledged the terms of the agreement. Click Save
- Click Printable Version to view/print the agreement (optional)

Action Item Processing

## Action Item Processing

### Welcome

You have the following items that require your attention.

Action Item Instructions



1

[Instructions](#)

End Date:03/06/2023

[Financial Responsibility Agreement \(FRA\) for Registration](#)



Pending

Halt Processes:

Register for Classes

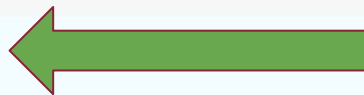
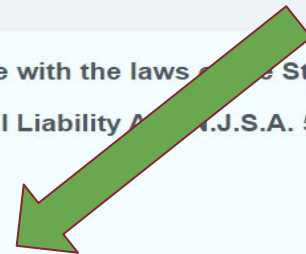
This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

accordance with the laws of the State of New Jersey, including, but not limited to, the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq.

[Printable Version](#)

Acknowledge

Save



# Complete the FRA

→ The action item will show as Completed and you can click Return to go back to the main menu. You are done!

Action Item Processing

## Action Item Processing

✓ Save Successful

### Welcome

You have the following items that require your attention.

Return

End Date:03/06/2023

Completed

### [Financial Responsibility Agreement \(FRA\) for Registration](#)

Response saved on:03/06/2023

Current Response: Acknowledge

Halt Processes:

Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

1. Click the link titled Financial Responsibility Agreement (FRA) for Registration (in blue, to the left).
2. Scroll to the bottom of the agreement and check the box to acknowledge the agreement, then click Save

### Financial Responsibility Agreement (FRA) for Registration

**DO NOT CLICK CONTINUE/RETURN BEFORE ACKNOWLEDGING THIS AGREEMENT BELOW (SCROLL DOWN)**

PAYMENT OF FEES/PROMISE TO PAY

By signing this Student Financial Responsibility Agreement (the "Agreement"), I understand that when I register for any class at Ramapo College of New Jersey or receive any service from Ramapo College of New Jersey I