

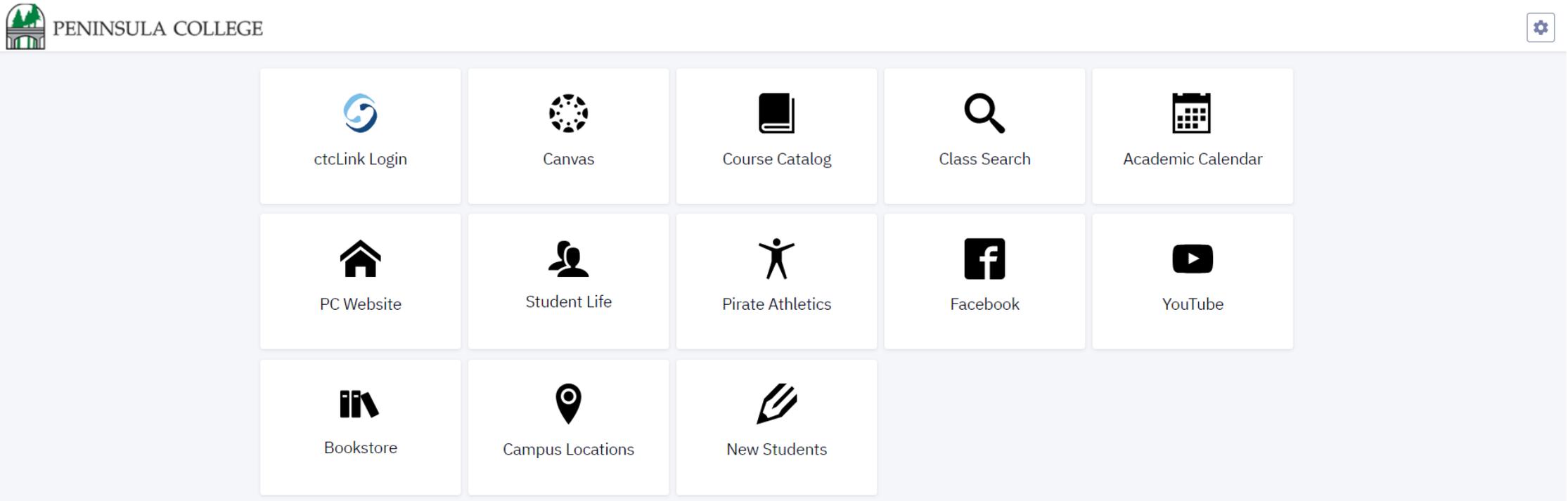
# How to Complete the Student Financial Responsibility Agreement (SFRA) in ctcLink

This guide will show you how to complete the Student Financial Responsibility Agreement (SFRA) for Peninsula College.



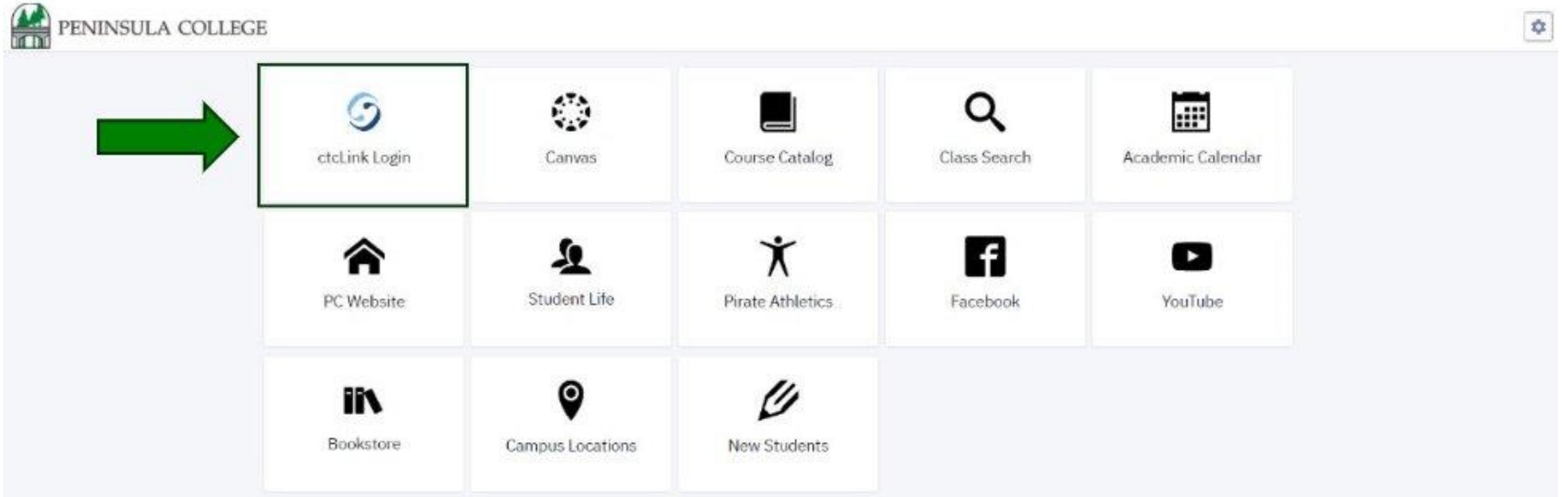
# Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.



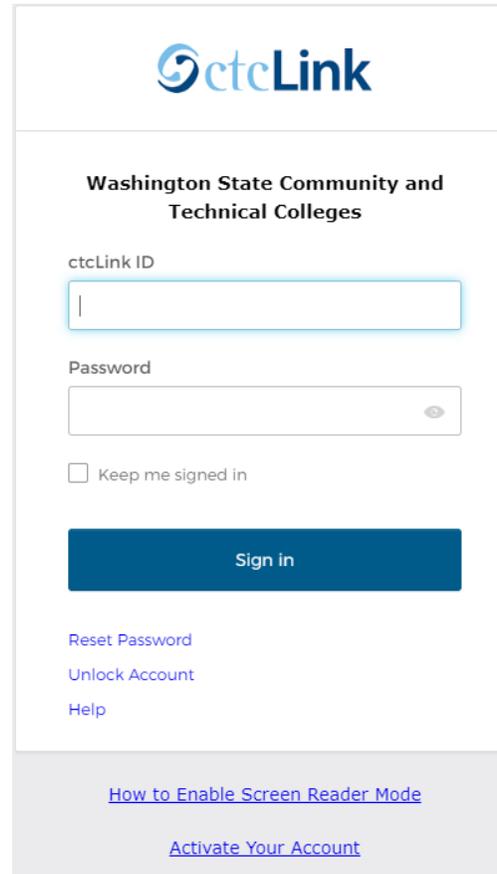
# Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.



# Log in to ctcLink:

3. Log in to ctcLink.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" input field, a "Password" input field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains the links "How to Enable Screen Reader Mode" and "Activate Your Account".

**ctcLink**

Washington State Community and  
Technical Colleges

ctcLink ID

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

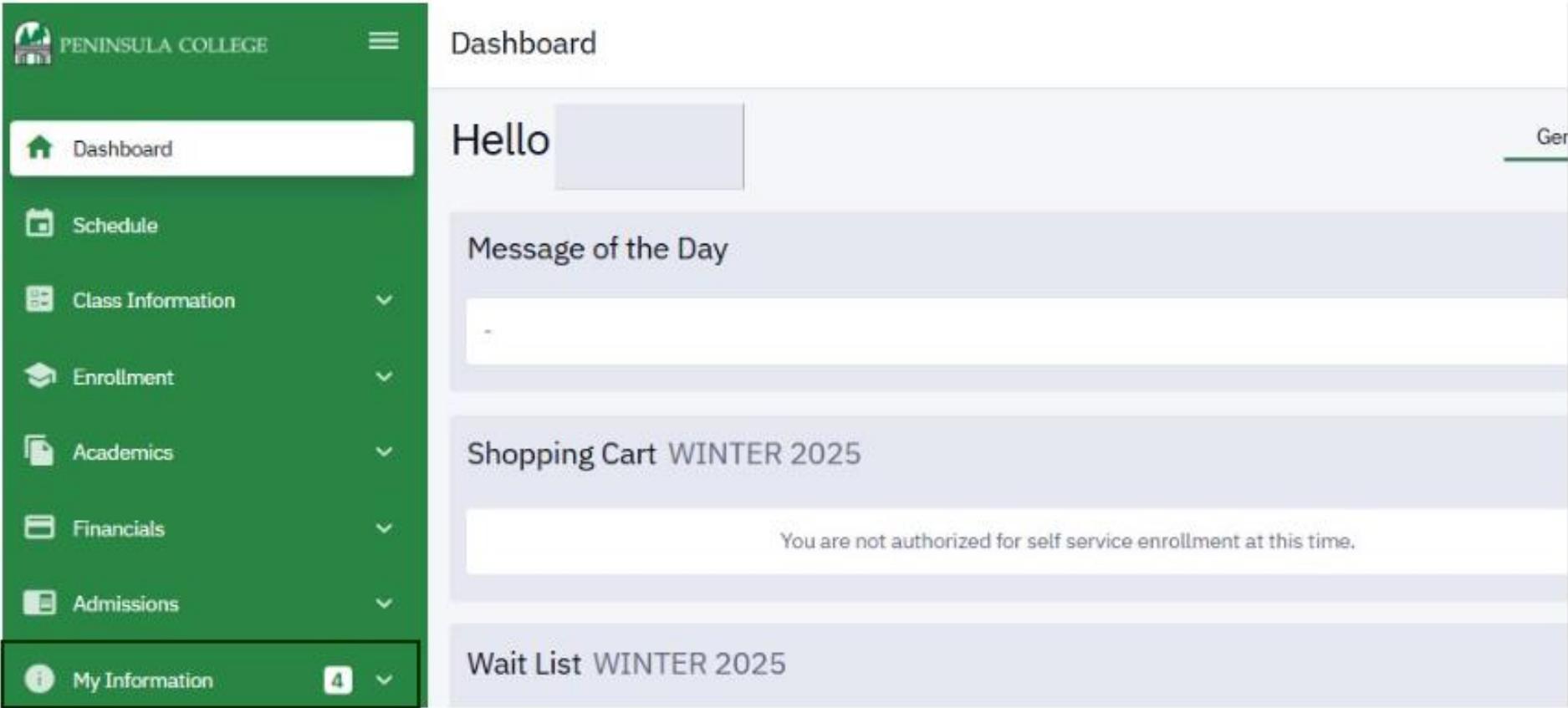
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



# Expand My Information:

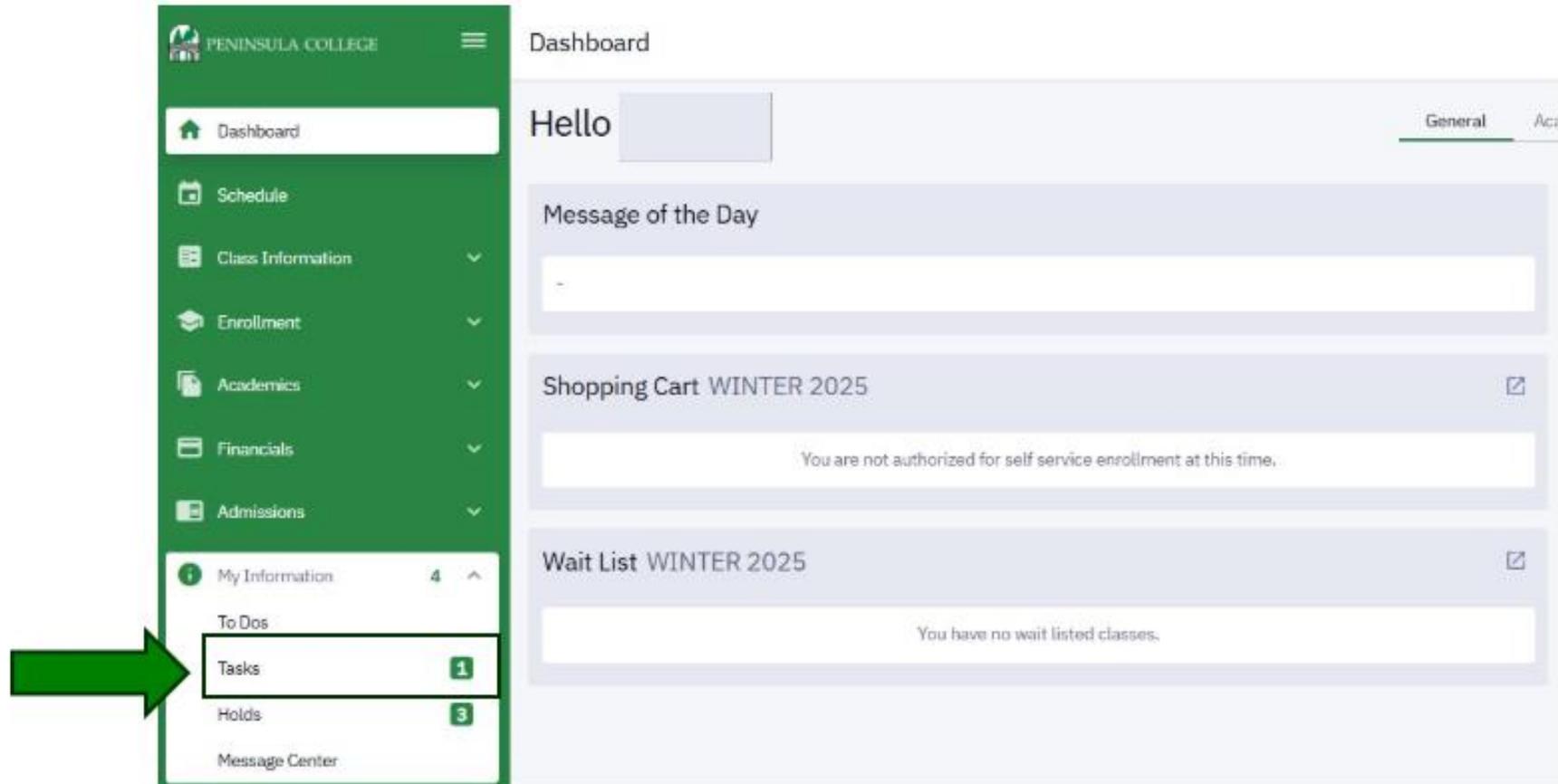
4. On the left, select **My Information** to expand the menu.



The screenshot shows a web dashboard for Peninsula College. On the left is a green navigation sidebar with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, and My Information. The 'My Information' item is highlighted with a white background and a small white box containing the number '4'. A large green arrow points from the left towards this 'My Information' item. The main content area on the right is titled 'Dashboard' and includes a 'Hello' greeting, a 'Message of the Day' section, a 'Shopping Cart WINTER 2025' section with a message 'You are not authorized for self service enrollment at this time.', and a 'Wait List WINTER 2025' section.

# Select Tasks:

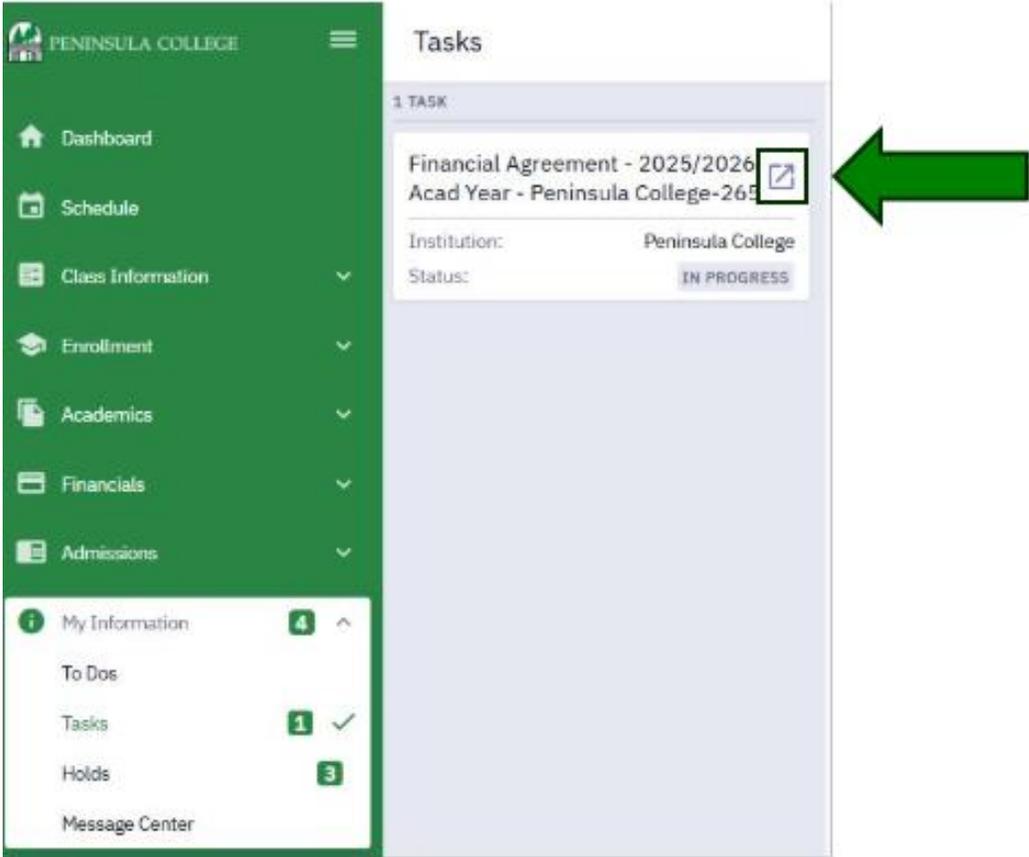
5. Select **Tasks** from list of options.



The screenshot shows the Peninsula College dashboard interface. On the left is a green navigation sidebar with the following menu items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, and My Information (with a notification badge of 4). The 'My Information' menu is expanded, showing sub-items: To Dos, Tasks (with a notification badge of 1), Holds (with a notification badge of 3), and Message Center. A large green arrow points to the 'Tasks' option. The main dashboard area is titled 'Dashboard' and includes a 'Hello' greeting, a 'Message of the Day' section, a 'Shopping Cart WINTER 2025' section with a message 'You are not authorized for self service enrollment at this time.', and a 'Wait List WINTER 2025' section with a message 'You have no wait listed classes.'.

# Review Tasks:

6. You will see a task for the Financial Agreement Academic Year. Select the arrow to read the agreement.



# Review Agreement:

## 7. Review the financial agreement.

### Financial Agreement - 2025/2026 Acad Year - Peninsula College-265

Student ID 201599090  
Institution Peninsula College  
Term 2025/2026 Acad Year

1 Financial Agreement  
In Progress

Accept

#### Step 1 of 1: Financial Agreement

Student Financial Responsibility Agreement

Please review the following terms & conditions and select Agree to continue enrollment activity:

##### **PAYMENT OF FEES / PROMISE TO PAY**

I understand that by signing up for classes at Peninsula College, I am responsible for paying all tuition, fees, charges, and other costs related to my education. I agree to pay all these charges by the due date(s).

I understand that my classes may be taught in different formats like in-person, online, or a mix of both, and that the teaching method could change due to special circumstances. Regardless of the format, I agree to pay all my bills to Peninsula College by the due date(s).

If I do not pay my bills by the due date, or if I owe money because of extra financial aid that I received, I understand that this debt is a student debt. Student debts must be paid and are not dischargeable in bankruptcy, unless a bankruptcy court finds that payment imposes an undue hardship. This debt includes any late fees, interest, and collection costs, as explained below in Section 2, "Delinquent Account/Collection."

I also understand that if a payment to my account is returned by the bank for any reason, I will still owe the original amount, plus a fee of **\$30.00**, along with any interest and late fees.

##### **DELINQUENT ACCOUNT / COLLECTION**

###### **Registration Hold**

If I do not pay my tuition, fees, housing fees and costs, or return extra financial aid when I am supposed to, Peninsula College may put a hold on my account. This means I will not be able to sign up for more classes until I pay all past due balances or make a payment plan with the college.

Note that under RCW 28B.10.293 the institution is required to "disclose to students through a secure portal or email and the class registration process the following at the start of each academic term: (a) the amount of debt, if any, owed by the student to the institution; (b) information on payment of the debt, including who to contact to set up a payment plan; and (c) any consequences that will result from the nonpayment of the debt."

###### **Late Payment Charge**

If I do not pay what I owe by the due date, Peninsula College will charge me 1% interest on the unpaid amount each month, plus any other late fees. You can check WA State policy on late fees via RCW 43.17.240. These amounts will be added to my total outstanding balance.

###### **Collection Costs and Fees**

If I do not pay my balance or arrange for and adhere to a payment plan, Peninsula College may send my debt to a collection agency. I understand that I will be responsible for the full debt, including interest, late fees, penalties, collection costs and fees including reasonable collection agency fees, attorney fees, court costs and fees, and any other fees allowed by law. Collection fees and/or court costs will not exceed 30% for the first collection effort, and will not exceed 40% for any additional collection effort.

##### **COMMUNICATION**

###### **Billing Methods**

Peninsula College will send my billing information through ctcLink and/or via email. I know that I am responsible for checking my ctcLink account and emails regularly. If I do not check my bills, I am still responsible for paying everything by the due date(s). Also, if there are any mistakes in the billing process, I still need to pay the correct amount owed.

###### **Contact Information**

I allow Peninsula College and its representatives to contact me about my unpaid bills using the phone numbers, mailing addresses, or email addresses I have provided. They can use automated calls or dialing systems, pre-recorded messages, text messages, or personal calls and emails. I am responsible for updating Peninsula College if my contact information changes and, while I am a student, I will do this through the ctcLink portal. When I am no longer a student, I am responsible for keeping College records up to date with my current mailing address and contact information.

##### **GOVERNING LAW / JURISDICTION**

This agreement is the complete agreement between me and Peninsula College regarding the payment of any financial obligations that I owe to the College. It is governed by the laws of Washington State. Any legal disputes related to this agreement will be handled in the courts of Clallam County, Washington, and I agree to the authority of those courts.

I have read and understand this agreement.

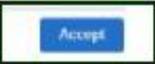
By completing this agreement, I accept all its terms.



# Accept Agreement:

8. Once you have reviewed the agreement, select the **Accept** button.

Financial Agreement - 2025/2026 Acad Year - Peninsula College-265	
Student ID: 201590696 Institution: Peninsula College Term: 2025/2026 Acad Year	
<b>1</b> Financial Agreement In Progress	<b>Step 1 of 1: Financial Agreement</b> Student Financial Responsibility Agreement Please review the following terms & conditions and select Agree to continue enrollment activity: <b>PAYMENT OF FEES / PROMISE TO PAY</b> I understand that by signing up for classes at Peninsula College, I am responsible for paying all tuition, fees, charges, and other costs related to my education. I agree to pay all these charges by the due date(s). I understand that my classes may be taught in different formats like in-person, online, or a mix of both, and that the teaching method could change due to special circumstances. Regardless of the format, I agree to pay all my bills to Peninsula College by the due date(s). If I do not pay my bills by the due date, or if I owe money because of extra financial aid that I received, I understand that this debt is a student debt. Student debts must be paid and are not dischargeable in bankruptcy, unless a bankruptcy court finds that payment imposes an undue hardship. This debt includes any late fees, interest, and collection costs, as explained below in Section 2, "Delinquent Account/Collection." I also understand that if a payment to my account is returned by the bank for any reason, I will still owe the original amount, plus a fee of \$30.00, along with any interest and late fees. <b>DELINQUENT ACCOUNT / COLLECTION</b> <b>Registration Hold</b> If I do not pay my tuition, fees, housing fees and costs, or return extra financial aid when I am supposed to, Peninsula College may put a hold on my account. This means I will not be able to sign up for more classes until I pay all past due balances or make a payment plan with the college. Note that under RCW 28B 10.293 the institution is required to "disclose to students through a secure portal or email and the class registration process the following at the start of each academic term: (a) the amount of debt, if any, owed by the student to the institution, (b) information on payment of the debt, including who to contact to set up a payment plan, and (c) any consequences that will result from the nonpayment of the debt." <b>Late Payment Charge</b> If I do not pay what I owe by the due date, Peninsula College will charge me 1% interest on the unpaid amount each month, plus any other late fees. You can check WA State policy on late fees via RCW 43.17.240. These amounts will be added to my total outstanding balance. <b>Collection Costs and Fees</b> If I do not pay my balance or arrange for and adhere to a payment plan, Peninsula College may send my debt to a collection agency. I understand that I will be responsible for the full debt, including interest, late fees, penalties, collection costs and fees including reasonable collection agency fees, attorney fees, court costs and fees, and any other fees allowed by law. Collection fees and/or court costs will not exceed 30% for the first collection effort, and will not exceed 40% for any additional collection effort. <b>COMMUNICATION</b> <b>Billing Methods</b> Peninsula College will send my billing information through ctcLink and/or via email. I know that I am responsible for checking my ctcLink account and emails regularly. If I do not check my bills, I am still responsible for paying everything by the due date(s). Also, if there are any mistakes in the billing process, I still need to pay the correct amount owed. <b>Contact Information</b> I allow Peninsula College and its representatives to contact me about my unpaid bills using the phone numbers, mailing addresses, or email addresses I have provided. They can use automated calls or dialing systems, pre-recorded messages, text messages, or personal calls and emails. I am responsible for updating Peninsula College if my contact information changes and, while I am a student, I will do this through the ctcLink portal. When I am no longer a student, I am responsible for keeping College records up to date with my current mailing address and contact information. <b>GOVERNING LAW / JURISDICTION</b> This agreement is the complete agreement between me and Peninsula College regarding the payment of any financial obligations that I owe to the College. It is governed by the laws of Washington State. Any legal disputes related to this agreement will be handled in the courts of Clallam County, Washington, and I agree to the authority of those courts. I have read and understand this agreement. By completing this agreement, I accept all its terms.



## Success:

9. Done! You have completed the SFRA.



# Enrollment Issues?

If you are still experiencing issues enrolling for classes, please contact Student Services at (360) 417-6340 or email us at [studentservices@pencol.edu](mailto:studentservices@pencol.edu).



If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or [helpdesk@pencol.edu](mailto:helpdesk@pencol.edu)

