

LOCATION

RHSHS
WEST WING 1ST FLOOR
RM #HSG920

MAILING ADDRESS

RHSHS
STUDENT ACCOUNTS OFFICE
PO BOX 16052
READING, PA 19612-6052

CONTACT INFORMATION

PHONE: 484-628-0102
FAX: 484-628-0134
EMAIL: steven.swan@towerhealth.org

HOURS

MON -FRI 8:00 AM TO 4:30 PM
SAT & SUN CLOSED

ACCEPTED PAYMENT TYPES

CASH, CHECK, MONEY ORDERS, AND
ALL MAJOR CREDIT CARDS

Reading Hospital School of Health Sciences

Student Accounts Office
Box 16052
Reading, PA 19612-6052
Tel: 484-628-0102



Reading Hospital
School of Health Sciences

READING HOSPITAL
Advancing Health. Transforming Lives.

www.towerhealth.org



STUDENT ACCOUNTS OFFICE

PROVIDING QUALITY FINANCIAL
SERVICES FOR OUR STUDENTS



Reading Hospital
School of Health Sciences

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Mission Statement

Our mission is to provide excellent service to students, parents, staff, faculty, and sponsoring agencies and others in support of the academic, administrative and financial activities of Reading Hospital School of Health Sciences (RHSHS).

We are here to provide students with accurate financial records and to communicate policies and other information concerning their accounts via phone, email, and in person.

Our office is your resource for managing your student account while attending RHSHS.

Our Responsibilities

- Student billing
- Collection of student tuition and fees
- Ensure all payments, credits, financial aid, housing, sponsor billing, grants, and scholarships are posted accurately and timely to your account.

Other services include monitoring and reconciling all student account activities, debt collections, refunds, payment plans, and tax reporting.

We Can Help You

- Find important deadlines and instructions for paying your bill
- Understand the various fees on your bill
- Answer frequently asked questions about topics such as fees, paying your bill, and payment plans.

Billing

Approximately 30 days prior to each semester, all students receive an email notification to their school email account that new charges are being posted to their WebConnect account. The school does not mail paper bills.

Important Dates

Fall Semester

Bills posted online July 15th
Due Date - August 15th

Spring Semester

Bills posted online November 15th
Due Date - December 15th

Summer Semester

Bills posted online March 15th
Due Date - April 15th

Viewing Your Charges

Upon receipt of receiving your billing email, students may view their current academic charges via their online WebConnect portal. Charges include the amount due for enrolled courses, fees, and expected aid that is available at the time charges are prepared.

To log on to your WebConnect enter "rhshs.readinghealth.org/authenticate.php" into to your web browser. From the Account Profile screen select Account Info and click Account Balance. The next screen will display your Expected Balance which is the current amount owed.

For additional help with billing, employer tuition reimbursement, and other sponsorships, please contact the Steve Swan at 484-628-0102 or on the website at "reading.towerhealth.org/



Paying Your Bill

- Online using your WebConnect Account.
- Pay at the Student Accounts Office.
- Pay by check or money orders and mail to:

RHSHS
Student Accounts Office
P.O. Box 16052
Reading, PA 19612-6052

Note: All major credit cards accepted

Parents & Guardians

For parents/guardians to inquire about charges and payments, students must delegate access to them. Students will need to fill out the "**Authorization for Release of Information**" form and return to Financial Aid.

Payment Plan Option (PPO)

Students can pay tuition with interest-free installments by utilizing our Payment Plan Option (PPO).

- Paying monthly is an attractive option for many students and families. Payment Plans are available to all full-time and part-time students.
- Students unable to pay their tuition in full must sign up for the RHSHS Payment Plan Option (PPO) and make their first installment by the semester due date.

Other Information

- Non-receipt of a bill does not relieve the student from paying their tuition by the due date.
- Students are expected to check their RHSHS email and WebConnect accounts on a frequent and consistent basis in order to stay current with school related communications.