

**STUDENT ACCOUNTS OFFICE**  
**MEDICAL LABORATORY SCIENCE PAYMENT PLAN**

As a student of the Reading Hospital School of Health Sciences (RHSHS) you may take advantage of our no interest, no fee Payment Plan Option (PPO) to assist you with your tuition. The PPO offers an alternative to making a lump sum payment by allowing you to spread your payments over 10 months . The 1st payment is due no later than 7/1/21 with final payment and the remaining balance due no later than 4/1/22. *No prepayment penalties.*

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Program: MLS

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

<b>Enter the amount of tuition charges including housing if applicable (Do not include Student Health Fee)</b>	\$
<b>Monthly Payment Amount (Charges ÷ 10)</b>	\$

Due Dates				
7/1/21	8/1/21	9/1/21	10/1/21	11/1/21
12/1/21	1/1/22	2/1/22	3/1/22	4/1/22

I, the undersigned hereby apply for enrollment in the RHSHS Payment Plan Option. I understand that as an enrollee in the plan, I will be entitled to the benefits provided by the plan and will be required to comply with the terms and conditions of the plan as explained to me and as set forth in this form, including the monthly installments. I understand and intend that this application will constitute a legally binding agreement.

Student Signature (*student must sign*): \_\_\_\_\_

Date: \_\_\_\_\_

*Return to: RHSHS, Student Accounts Office, PO Box 16052, Reading, PA 19612-6052 or Fax: (484) 628-0134 or email:*

## **PPO Terms and Conditions**

**1. Enrollment:** Payment Plans are available to all full time and part time students. Enrollment in the PPO occurs when the participant completes, signs and mails, or delivers the application to the Student Accounts Office (SAO) along with their first payment.

### **2. Payment Options:**

- **Pay Online:** Pay online using your [WebConnect](#) account. Login to WebConnect (*you'll need your Student ID listed on your invoice*) and from the top menu select "Account Info" then "Account Balance" and choose the "Pay Online Button."
- **Pay by Phone:** (484) 628-0102. All major credit cards accepted. (No charge fees)
- **Pay in Person:** Payment by check, money order credit/debit card and cash can be made at the SAO and Drop Box.
- **Pay by Mail:** Checks or Money Orders payable to "RSHSH" and mailed to:

RSHSH  
Student Accounts Office  
PO Box 16052  
Reading, PA 19612-6052

- **DO NOT MAIL CASH**

**3. Failure to Pay:** A late charge of \$25.00 and a financial "Hold" will be applied to any student's account if payment is not received by the due date. Past due amounts plus late charges must be paid within 10 days. Failure to comply may result in the termination of the PPO and the full amount due immediately. A student, who has voluntarily withdrawn from school, is suspended, terminated, on a Leave of Absence (LOA) or Stop-out does not release the signee from this agreement and will be responsible for amounts owed to the school with the full amount due immediately. The RSHSH may take actions with respect to the participant or the student for whom amounts are budgeted including but not limited to suspension, termination or other sanctions.

**\*If your account becomes delinquent, the RSHSH, in addition to assessing late fees and placing a financial "Hold", can prohibit students from:**

- Registering for future classes
- Attending class
- Receiving grade reports, transcripts, or diploma
- Continuing in the program
- Graduating

**5. Fees and Other Charges:** There is no application fee to use this PPO. A \$35 service charge will be assessed for checks returned by the bank for insufficient funds or uncollectible for any other reason.

**6. Waivers:** Failure to enforce the terms of this agreement will not result in the waiver of any obligations by the participant or right of the Reading Hospital School of Health Sciences.

**\* The Reading Hospital School of Health Sciences reserves the right to change or terminate this notice at any time.**