



**STUDENT ACCOUNTS OFFICE**

**FALL 2021 PHLEBOTOMY TECHNICIAN 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 splitting your tuition into 3 installments with the 1st payment due no later than 10/1/21.

If you would like to enroll in the PPO please fill out this form and return it to the Student Accounts Office.

Payment options are listed on page 2 of this form.

\*No prepayment penalties.

Student Name:

Student ID#:

Program: Phlebotomy Technician

Street Address:

City:

State:

Zip Code:

<b>Tuition Charge:</b>		<b>\$535.00</b>
Payment Number	Due Dates	Monthly Amount
Payment #1 (Includes Health Fee)	10/1/2021	202.00
Payment #2	11/1/2021	167.00
Payment #3	12/1/2021	166.00

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.

I, the undersigned have read and understand the PPO Terms and Conditions and promise to pay the Reading Hospital School of Health Sciences all payments detailed in this payment agreement by the established deadline.

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: [steven.swan@towerhealth.org](mailto:steven.swan@towerhealth.org)*

## **Payment Option Plan 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. Payments:** Contract amounts and frequency are based on the individuals payment schedule listed above. For active students the first payment is due 1 week before classes start but no later than the first day of class each semester. Payment amounts for non-student's will be based on the agreed amount and duration of payment plan with the SAO and may differ from other individuals.

### **3. Payment Options:**

- **Pay Online: Pay Online:** Pay online using your [WebConnect](#) account. Login to WebConnect (*you'll need your Student ID to logon. If you do not know your ID, please call the school*) and from the top menu select "Account Info" then "Account Balance" and choose the "Pay Online Button" at the bottom of the page.
- **Pay in Person:** Payment by check, money order credit/debit card and cash can be made at the SAO. After hours you may place your payment in the Drop Box outside the SAO.
- **Pay by Mail:** Checks or Money Orders payable to "RHSHS" and mailed to:

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

- **DO NOT MAIL CASH**

**4. 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. 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, or on a Leave of Absence (LOA) 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 RHSHS 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 RHSHS, 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

Students will not be permitted to receive a transcript, grade report, or diploma/certificate until all financial obligations are paid in full and all financial holds are removed from the account. In addition, the school reserves the right to submit past due accounts to a collection agent.

**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.***