

STUDENT ACCOUNTS OFFICE

2020/21 SPRING SEMESTER 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 Payment Plan Option offers an alternative to making a large lump sum payment each semester and budget your costs over monthly installments.

To enroll in the Payment Plan Option please fill out the information below and drop this form off at the Student Accounts Office. You may also mail, fax, or email to the addresses below.

For the current billing period there will be a total of 4 payments. Installment #1 must be at least 1/4 of your account balance and paid by December 15th. The remaining tuition amount will be spread out over 3 months.

**PPO must be received by the Student Accounts Office with your initial deposit no later than December 15, 2020.**

Student Name:

Student ID#:

Program:

Street Address:

City:

State:

Zip Code:

Enter your Tuition Charges:		
Payment Number	Due Dates	Enter Monthly Amount (Balance ÷ 4)
Payment #1	12/15/2020	
Payment #2	1/15/2021	
Payment #3	2/15/2021	
Payment #4	3/15/2021	

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:

## 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 using your [WebConnect](#) account (*you'll need your Student ID to logon. If you do not know your ID, please call the school*). Login to WebConnect, from the top menu select "Account Info" and then click the "Pay Your Bill Online".
- **Pay by Phone:** (484) 628-0102. All major credit cards accepted. (No transaction fees)
- **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.***