

10 MONTHLY PAYMENTS

- ❖ Norwood-Fontbonne Academy offers you the Installment Payment Plan (IPP) as an alternative to the traditional lump sum payments each semester.
- ❖ Budget all of your tuition and fees for the academic year.
- ❖ Adjust your budget at any time for changes in expenses or financial aid.
- ❖ Pay by check, money order, or pre-authorized debit from your checking or savings account. Payments can also be made by credit card or electronic payment directly from the HES website, www.highereducationservices.org. There is a convenience fee assessed on all credit card payments.

NO INTEREST CHARGES

- ❖ There are no interest or carrying charges.
- ❖ The only cost is a \$40 non-refundable application fee.

PAYMENT DATES

- ❖ Payments will be due on the 1st day of each month beginning with your initial payment and non-refundable application fee due June 1st.

HOW TO ENROLL

- ❖ Use the worksheet on page 6 to determine your budget for tuition and fees.
- ❖ Complete the application on page 5. Sign and mail the application with your first payment and the \$40 application fee to:

The IPP/HES Plan
 P.O. Box 2653
 Harrisburg, PA 17105

Please make all checks payable to IPP/HES Plan.
 If you have any questions, call HES toll free at 1-800-422-0010.

- ❖ Upon receipt of your application, HES will furnish you with a coupon book and payment schedule.
- ❖ If you choose the pre-authorized debit option, your application and \$40 application fee must be received at least ten (10) days before the initial payment due date. You will receive an account confirmation, and your payments will be deducted from your checking and savings account on the 1st of each month.
- ❖ You can also apply on-line from the HES website at www.highereducationservices.org. Click on the HES on-line application icon.

LATE ENROLLMENT

- ❖ **Norwood-Fontbonne Academy will offer no other deferred payment plans at registration time.** If you wish to take full advantage of this monthly payment plan, you are urged to make application early, as late enrollment in the Plan requires a down payment.
- ❖ If you enroll in the plan after June 1st, you must include the number of payments listed below along with your application and \$40 application fee. You can use the pre-authorized debit option for any remaining payments.

ENROLL BY	NUMBER OF PAYMENTS
June 1st	1 payment
July 1st	2 payments
August 1st	3 payments
After August 1st please contact 1-800-422-0010	

QUESTIONS

- ❖ Contact HES toll free at 1-800-422-0010.
- ❖ Visit the HES website at www.highereducationservices.org.

Norwood-Fontbonne Academy Installment Payment Plan Application and Agreement

Student Information (PLEASE PRINT CLEARLY)

LAST NAME _____ FIRST NAME _____ MIDDLE INT. _____

Address _____

City _____ State _____ Zip _____

Student ID # (if know) _____

Home Phone # (_____) _____-_____

Grade of Student _____

Parent/Guardian Information

Name _____

Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____-_____

Budget Information

A) Total Academic Year Budget Amount \$ _____

B) Monthly Payment Amount (A ÷ 10) \$ _____

C) Application Fee \$40.00

D) TOTAL (B + C) Please enclose check for initial payment \$ _____

Make all checks payable to IPP/HES PLAN. All checks must be sent to the address noted on this brochure.

I, the above participant, hereby apply for enrollment in the Norwood-Fontbonne Academy Installment Payment Plan (IPP) administered by Higher Education Services. I understand that as an enrollee in IPP, I will be entitled to the benefits provided by the IPP/HES Plan and will be required to comply with the terms and conditions of the IPP/HES Plan as explained to me and as set forth on the reverse side of this brochure, including the payment of the application fee and the monthly installment payments of the total budgeted amounts of tuition and fees. If I elected to use the Pre-authorized Debit Option, I authorize you to charge my checking or savings account in the amount of my monthly payment. I understand and intend that this Application will be a legally binding agreement.

Parent/Guardian
 Signature _____ Date _____

Pre-Authorized Debit Option
 Yes, I would like my monthly payments automatically deducted from my checking or savings account. Below is the account information. (If using a checking account please include a canceled or voided check)

Bank Name _____

Bank Routing Number _____

Checking Account Number _____

Savings Account Number _____

This form may be duplicated.

Here's How to Calculate Your Installment Amount

Note: Include School billed educational expenses – tuition and fees only. Use the worksheet below to estimate your budget amount. You must budget for the entire academic year.

1. Expenses

School Tuition	\$ _____
General School Fee (\$450 per student)	\$ _____
Parents Association Fees Staff Gift Fund (\$35 per family)	\$ _____
Homeroom Activity Fee (\$20 per student)	\$ _____
Graduation Fee (\$120 – Grade 8 students)	\$ _____
After Care	\$ _____
Loft	\$ _____
Total Expenses	\$ _____

2. Credits

Deposit (Enrollment/Re-Enrollment)	\$ _____
Deposit – After Care/Loft	\$ _____
Other	\$ _____
Total Credits	\$ _____

3. Amount Needed to Budget

Expenses minus Credits	\$ _____
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Initial payment will be due with properly completed application (page 5) and non-refundable application fee (\$40) by June 1st. If you will be using the Pre-authorized Debit Option your completed application (page 5) and non-refundable application fee (\$40) must be received at least ten (10) days before the initial payment due date.

Terms and Conditions

1. Enrollment. Enrollment in IPP is accomplished by completing, signing and returning the attached application to the address listed on page 3 of this brochure, together with payment for the total of the first month's installment amount and the application fee of \$40. If you will be using the Pre-authorized Debit Option your application and \$40 application fee must be received at least ten (10) days before the initial payment due date of June 1st. If you are enrolling after that time you should remit your application and \$40 application fee with the required down payment. You may then use the Pre-authorized Debit Option to pay for your remaining payments.

2. Budget Amount/Payments. The total budgeted amount is payable in ten equal installments due on the 1st day of each month beginning in June preceding the academic year for which costs are budgeted. Only charges for tuition and fees may be budgeted.

3. Security. The Pennsylvania Treasury Department of Harrisburg, Pennsylvania is serving as investment administrator for plan payments, assuring that funds are handled with utmost security. Participants may not withdraw any amount from the investment account at any time. Payment of all amounts paid by Budgetor will be made to the School.

4. Fees and Other Charges. The application fee of \$40 is non-refundable. HES will impose a service charge of \$25 for any check which is returned for insufficient funds or which is not payable for any reason. HES will impose a \$10 handling charge for all payments received after the due date.

5. IPP Address. All checks should be made payable to the IPP/HES Plan and mailed to the following address:

IPP/HES Plank
P.O. Box 2653
Harrisburg, PA 17105

6. Failure to Pay. In the event of failure of a participant to pay any installment within 15 days of the due date, Norwood-Fontbonne Academy will be notified of the failure and enrollment in the Plan may be terminated. In that event, all monies deposited to the participants account (without income or appreciation thereof or thereon) will be remitted to the School. The standard School policies will apply for refunds or handling past due accounts. HES is not responsible for any action of the School taken for, against, or with respect to the participant or the student for whom amounts are budgeted, including without limitation, suspension, termination or other sanctions.

7. Late Enrollment in the Plan. Enrollment in the Plan after June 1st is accomplished by determining the number of payments required, using the schedule listed on page 4. Mail the completed application, the \$40 application fee and the required number of payments to the address listed on page 3.

8. Pre-authorized Debit Option. Participants who wish to have their monthly payments automatically deducted from their checking or savings account should check the appropriate box on the application and complete the required information. If the funds are to be deducted from a checking account please include a canceled or voided check with your application. Your monthly payments will be automatically deducted from your account on the 1st day of each month. If you will be enrolling late, you CANNOT use the Pre-authorized Debit Option to make your required down payment. You must remit your application with the \$40 application fee and the required down payment. You may then use the Pre-authorized Debit Option for your remaining payments.

9. Credit Card Payments. Payments can also be made by credit card directly from the HES website, www.highereducationservices.org. A convenience fee will be assessed on all credit card transactions. The amount of the convenience fee is detailed during the online payment procedure.

Norwood-Fontbonne Academy



Installment Payment Plan