

**1 Family Contact Information** *Please Print Clearly* Account Number (if previously enrolled with TMS): \_\_\_\_\_

Student 1: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student 2: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student 3: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student 4: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

Payer's Name: \_\_\_\_\_ Mr. Mrs. Ms. \_\_\_\_\_

Payer's Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Payer's Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Mr. Mrs. Ms. \_\_\_\_\_

Payer's Street Address: \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Payer's Email: \_\_\_\_\_

**2 Plan Option:**

**10 Installments:**  
Due 6/1/2011 to 3/1/2012

PLEASE NOTE: EACH YEAR, YOU WILL BE AUTOMATICALLY REENROLLED AND INCUR THE APPLICABLE ENROLLMENT FEE FOR THIS PLAN UNTIL GRADUATION OR CANCELLATION. ENROLLMENT FEES ARE SUBJECT TO CHANGE IN FUTURE ACADEMIC YEARS.

**3 Enrollment Fee Payment:**

**TMS will invoice you the \$45 enrollment fee after your enrollment process is completed.**

**4 Optional Authorization Agreement for Automatic Payments**

I hereby authorize Tuition Management Systems ("TMS") to initiate debit entries to my account at the financial institution indicated below for the amount due on my Monthly Payment Plan on the date the payment is due. All transfers will be made on the due date of the payment or on the next processing day if the transfer date is a non-processing day for TMS.

TMS may, at its option, discontinue automatic funds transfers from the account if I fail to maintain sufficient funds in the account to cover the payments required. This authority shall remain in full force and effect until TMS is notified by me by phone or in writing to cancel it at least three (3) business days prior to the next scheduled payment due date.

Checking/Non-Retirement Statement Savings (circle account type) Account #: \_\_\_\_\_

Financial Institution Routing #:                     Financial Institution Name: \_\_\_\_\_

I will be notified by mail of the date the automatic payments will begin. Until that time, I will make payments by check or contact TMS for alternative payment options. I understand that it is my responsibility to ensure that there are sufficient funds in the account to cover any debit authorized and to ensure that payments are made on time. **PLEASE NOTE: EACH YEAR, YOU WILL BE AUTOMATICALLY REENROLLED AND INCUR THE APPLICABLE ENROLLMENT FEE AND BANK WITHDRAWALS FOR THIS PLAN UNTIL GRADUATION OR CANCELLATION. ENROLLMENT FEES ARE SUBJECT TO CHANGE IN FUTURE ACADEMIC YEARS.**

**5 Payer's Signature:** I hereby agree to any \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_  
and all information and agreements noted above: \_\_\_\_\_ Payer's Signature

**SCHOOL USE ONLY**

1. Total Plan Amount:	\$ _____.	Notes: _____
2. ÷ Number of Installments	10	_____
3. = Installment Amount	\$ _____.	_____
4. Installments Paid At School (if any):	\$ _____.	_____

\_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_  
Administrator Signature

## Monthly Payment Plan Terms & Conditions and Helpful Tips

### Terms & Conditions ("Agreement")

- Tuition Management Systems ("TMS") has been designated by the school as the administrator of the Monthly Payment Plan ("MPP").
- The MPP is an extension of credit by the school to the tuition payer. The tuition payer will receive a Disclosure Statement ("DS") as required by the federal Truth in Lending Act for each MPP you arrange. You may review the DS upon receipt and if you are not satisfied with the proposed terms you may cancel the MPP within 10 days of receipt by submitting oral or written notice to TMS ("Cancellation Period") and your enrollment fee will be refunded.
- You will make payments in U.S. dollars by check, money order, Automatic Payment Option ("APO"), or by accepted credit or debit card types. You may not make payments with cash or post-dated checks.
- Payments received after the DUE DATE may be subject to a late fee as shown on the DS. Repeated delinquency may result in termination of your MPP.
- You will pay a fee as shown on your MPP welcome letter for all returned payments, along with any related fees that the school may assess.
- Unpaid fees may be deducted from your next MPP payment which could then result in an incomplete payment. A late fee may be incurred for an incomplete payment.
- In addition to the fees already noted, you may incur additional charges for any of the following (you will be advised of these additional charges before they are incurred): (1) if you use the optional TuitionCharge<sup>®</sup> credit card payment process or an online or telephone payment process to make payment (transaction fee); or (2) if you reinstate your MPP after it is terminated (reinstatement fee).
- You authorize TMS to release your MPP account information to any other party designated by you. You also authorize your school to make changes to your MPP budget.
- This Agreement is in effect unless terminated by the tuition payer via oral or written notice to TMS. Termination of this Agreement shall not release you from your financial obligation to the school.
- Life Insurance (if applicable): You will receive a certificate of insurance coverage and benefits outline if eligible. To be eligible for life insurance, the Insured must be under the age of 66 when the MPP account is established at a participating school.

### Helpful Tips For Making MPP Payments and Avoiding Payment Problems:

- Write your current MPP account number on your check or money order.
- By mail, **return the bottom section** of your bill along with your payment. Use the supplied envelope or mail to TMS, PO Box 713263, Cincinnati, OH 45271-3263. Allow 7-10 days mail time.
- If paying online at [afford.com](http://afford.com), please have your password and checking, statement savings or credit card information ready.
- If paying via automatic withdrawal from your checking or statement savings account (APO), be certain that funds are available before the withdrawal date.
- If paying by touch-tone phone, call 800-463-6994. Have your checking, statement savings or credit card information ready. A fee may apply.
- If you make an MPP payment directly to your school, you must notify TMS to avoid late fees.
- Make checks and money orders payable to **PAYMENT PLAN**.
- Payments will be reflected on your MPP account before being posted to the student's account at the school.
- For families with multiple MPP accounts, we suggest one check per envelope for faster processing.
- Please Note: It is the obligation of the student/family to notify TMS and cancel the MPP when withdrawing from the school entirely.

### Need to Check the Status of Your Monthly Payment Plan Account or Make Changes?

- Go to [afford.com](http://afford.com), or via touch-tone phone at 800-463-6994, or call 800-722-4867 to:
  - Adjust your MPP payment amount when the exact bill arrives from your school. Your MPP amount will NOT be automatically adjusted to match the school bill. You must notify TMS of the change to avoid late payment fees.
  - Update address or other important information in a timely manner. NOTE: This may be done on the front of your bill and mailed to TMS.
  - Cancel your MPP for any reason by notifying TMS to avoid late payment fees.

### Security and Confidentiality

TMS takes information security seriously and is committed to protecting your personal financial information.

**The expiration of the Cancellation Period without cancellation constitutes the tuition payer's acceptance of this Agreement.**

**Questions? Call 800-722-4867 (US & Canada) or 401-921-3700 (outside US), Monday-Friday 8am - 10pm or Saturday 9am - 3pm (ET).**

**Or visit [afford.com](http://afford.com).**

**Tuition Management Systems, PO Box 713263, Cincinnati, OH 45271-3263**