

1 Family Contact Information 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 Social Security Number: _____ - _____ - _____ Payer's Date of Birth: _____ / _____ / _____

Secondary Contact: _____ Mr. Mrs. Ms. _____

Payer Street Address: _____ Apt: _____

City: _____ ST: _____ Zip: _____

Payer Telephone: (____) _____ - _____ Payer Email: _____

2 Plan Options:

4 Installments: Due 6/1/2010, 7/1/2010, 8/1/2010 and 9/1/2010

10 Installments: Due 6/1/2010 to 3/1/2011

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 \$42 enrollment fee after your enrollment process is completed.

4 Authorization Agreement for Automatic Payments

I hereby authorize Tuition Management Systems, a division of KeyBank National Association ("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 telephone or in writing to cancel it in such time as to afford TMS and the Financial Institution a reasonable opportunity to act on it.

Checking/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 arrangements. I understand that 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 Signature: I hereby agree to any _____ Date ____ / ____ /20 ____

and all information and agreements noted above: _____ Payer Signature

SCHOOL USE ONLY

1. Total Plan Amount: \$ _____ Notes: _____

2. ÷ 4 or 10 _____

3. = Installment Amount \$ _____

4. Installments Paid At School (if any): \$ _____

_____ Date ____ / ____ /20 ____

Administrator Signature

MONTHLY PAYMENT PLAN AGREEMENT/TERMS & CONDITIONS and INSTRUCTIONS

Agreement/Terms & Conditions ("Agreement")

- Tuition Management Systems, a division of KeyBank National Association ("TMS") has been designated by the school as the administrator of its Monthly Payment Plan ("MPP").
- As the payer, you may be charged a non-refundable enrollment fee to participate in the MPP.
- You will make scheduled payments in U.S. dollars by check, money order, Automatic Payment Option (APO), or by accepted credit or debit card types to the payee, Tuition Management Systems, or such other party as designated by TMS. You may not make your payment with cash or post-dated checks.
- Payments received by TMS after the DUE DATE found on your TMS bill may be subject to a late fee.
- TMS will charge a \$30 fee for all returned payments, for which you will be billed, along with any related fees that the school may assess. You may also incur separate charges from your financial institution for returned payments.
- Unpaid fees due to TMS will be deducted from the next remittance forwarded to the school from your MPP account. Failure to pay a fee when due results in an incomplete payment and a late fee may be applied for an incomplete payment.
- In addition to the fees already noted, you may incur **additional charges** for any of the following: (1) you do not pay all amounts due, in accordance with your TMS bill; (2) you use the optional Tuition Charge credit card payment process or an online or telephone payment process to make a payment (the transaction fee will be disclosed before you complete the transaction); or (3) you have your MPP reopened after you close it or it is terminated (reinstatement fee).
- TMS will disburse the balance in the payer's MPP account to the school until all funds are disbursed in full, or the MPP account is closed for any reason. The obligation of TMS to make disbursements to the school is limited to the amount contributed by the payer to the payer's MPP account. Repeated delinquency may result in cancellation of your MPP account.
- You authorize TMS to release your MPP account information to your school or to any other party authorized by you to receive such information. You also authorize your school to enroll/re-enroll you in the MPP, edit your MPP, make changes to your MPP and have online access to your MPP.
- This Agreement may continue for multiple years or be renewed by the payer, unless terminated by the payer as follows. As the payer, you may terminate this Agreement by submitting written or oral notice to TMS, in which event TMS shall pay the balance in your MPP account to the school unless written instructions to the contrary are received from the school. Termination of this Agreement on your part shall not release you from your financial obligation to the school.
- This Agreement shall be subject to the laws of the State of Ohio and federal laws applicable to national banks.

Instructions For Making MPP Payments and Avoiding Payment Problems:

- Write your current TMS 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, 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 TUITION MANAGEMENT SYSTEMS.
- Payments will be reflected on your TMS 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 withdraw from 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, or via touch-tone phone at 800-463-6994, or call 800-722-4867 to:
 - Adjust your TMS 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.
 - Withdraw from 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.

Payment of either the enrollment fee or the first MPP payment constitutes the 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.**

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