

## 10-Pay Monthly Plan

- Norwood-Fontbonne Academy offers families a 10-Pay Monthly plan as an alternative to the traditional lump sum payments each semester.
- There is a \$55 Annual Enrollment fee for those families that select the 10-Pay Monthly installment plan.
- Payments will be due on the first day of the month starting with the initial payment and non-refundable application fee in June 2018 through March 2019.
- HES will provide a payment coupon sheet with the monthly amount to accompany the payment if paying by mail.

## Late Enrollment for 10-Pay Plan

- After June 1, all new enrollees in the 10-Pay Monthly plan contact the Director of Business Operations to determine the number of tuition payments due based upon the date of enrollment.

## Questions

- Contact HES toll free at 1-800-422-0010.
- Visit the HES website at [www.highereducationservices.org](http://www.highereducationservices.org).

## Terms and Conditions

1. **Enrollment.** The school automatically enrolls families in the HES program based on the plan selected on the school's Continuous Enrollment Contract.
2. **Failure to Pay.** Late fees will be assessed on all payments not received by the HES due date. 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. Failure to pay may result in Norwood-Fontbonne Academy canceling your plan and assessing additional late fees. The standard school policies will apply for accounts in arrears. 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.
3. **Fees.** The HES enrollment fee is non-refundable. HES will impose a service charge of \$50 for any payment returned for insufficient funds or which is not collectible for any other reason. HES will impose a late fee as described on page 4 on all payments received after the due date.
4. **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 budgeted amounts paid by the Budgetor will be made to the School.
5. **Pre-authorized Debit Option.** Participants will have the option of having their payments automatically deducted from their checking or savings account. If they select that option then their payments will be automatically deducted from their account on the payment due date.
6. **Credit Card Payments.** Payments may also be made by credit card directly from the HES website, [www.highereducationservices.org](http://www.highereducationservices.org). A convenience fee will be assessed on all credit card transactions. The amount of the convenience fee is detailed during the on-line payment procedure.
7. **No Waiver.** Any failure to enforce the terms of this agreement will not result in the waiver of any other obligation by the participant or right of the school or HES.

# Norwood-Fontbonne Academy



Tuition,  
Before Care,  
After Care and Loft (Cares)  
Payment Plans

## Options For Families

- Norwood-Fontbonne Academy partners with Higher Education Services, Inc. (HES) to provide our families with greater flexibility in making their tuition and *Cares* program payments. Using a tuition management service allows NFA to provide families with better payment options to accommodate their needs.
- The HES Tuition Payment Plan provides families with a number of payment methods and also allows families to view and manage their accounts on-line throughout the year.
- All NFA tuition and *Cares* billing and payments are managed through HES.
- Families are able to view and manage their accounts on-line. They are able to make tuition and *Cares* payments by check, or money order, credit card, auto-debit from a checking or savings account or by online electronic payment.

## Tuition and Cares Plan Options

Families have the following options:

Plan	Due Dates
1-Pay (Annual)	July 1
2-Pay	July 1, December 1
10-Pay (Monthly)	June 1 through March 1

- All NFA tuition and *Cares* deposits are paid to NFA directly.
- Monthly tuition and *Cares* payments are paid directly to HES. **NFA does not receive any direct tuition or Cares payments.**
- Families make their payment plan option selection on the Continuous Enrollment Contract sent by NFA.

## Norwood-Fontbonne Academy Continuous Enrollment Deposit

- All deposits are sent to Norwood-Fontbonne Academy with the Continuous Enrollment Contract for the 2018-2019 school year. These deposits will be credited towards the tuition balance.
- A non-refundable and non-transferable **deposit** per child of \$600 (By March 16, 2018) or \$850 (After March 16, 2018) is due to be **paid to NFA with the signed Continuous Enrollment Contract**.
- A student is enrolled at NFA until graduation, upon submittal of the signed Continuous Enrollment Contract AND deposit to NFA, unless the family submits a written notice of withdrawal.

## How To Enroll In HES

- Families select their payment plan choice on the Norwood-Fontbonne Academy Continuous Enrollment Contract. By making this selection, families are automatically enrolled in the plan that they select. The tuition balance that is due to the school for the academic year, less the deposit(s) paid, is forwarded to HES by Norwood-Fontbonne Academy.
- Families that enroll in *Before Care*, *After Care* or *Loft* are automatically enrolled in the payment plan that they selected for tuition payment. Tuition for these programs is billed separately by HES and shows as a separate amount.
- In May, HES bills families directly for their tuition for the coming school year, less deposits, based on the payment plan that they selected. Families are provided with detailed payment information as well as on-line access to their account through the HES website [www.highereducationservices.org](http://www.highereducationservices.org). On-line access is available for the convenience of NFA families but is not required.

## HES Enrollment and Late Fees

- There are no interest or carrying charges.
- There is no fee for the 1-Pay (Annual) Plan. There is a \$25 Annual Enrollment fee for the 2-Pay Plan. There is a \$55 Annual Enrollment fee for the 10-Pay Plan.
- There are late fees associated with each plan. Please review the late fees carefully as these are administered directly by HES. A late fee will be assessed on all payments not received by the HES due date. All Tuition and *Cares* payments are paid to HES.

Plan	Annual Enrollment Fee	Monthly Late Fees
1-Pay (Annual)	\$0	\$75
2-Pay	\$25	\$75
10-Pay (Monthly)	\$55	\$20

## Payment Methods

- All tuition and *Cares* payments are to be paid to HES. NFA does not receive any direct tuition and *Cares* payments. The deposit in the form of a check or money order (payable to NFA) is to be sent with the Continuous Enrollment Contract directly to NFA to ensure enrollment in the school.
- Pay HES by check, money order, bill pay or pre-authorized debit from a checking or savings account. Payments can also be made by credit card or electronic payment through the HES website. There is a convenience fee assessed on all credit card payments. The amount of the convenience fee is detailed during the on-line payment procedure.
- Checks should be made payable to HES.
- Checks should be mailed to: HES, PO Box 2653, Harrisburg, PA 17105