THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 601

SUBJECT: Tuition Payment

Responsibility of: Director of Financial Aid and Budget
Revised: June, 2012 Reviewed: 2012

Purpose

Provide guidance for the scheduling of tuition payments.

Billing Procedures and Payment Information

All billing, payments, and receipts are processed by the Student Accounts Office located in The Reading Hospital School of Health Sciences (TRHSHS) building.

For programs with established semesters (Nursing, Radiological Technology and Surgical Technology) billing will occur at the beginning of each semester. Programs without established semesters (Emergency Medical Services and Clinical Pastoral Education) will be billed annually or per program. All students will receive a billing notification to their school email account approximately 30 days prior to the start of classes each semester. Students will be able to logon to their WebConnect account and view their current account balance. New students, for their first semester only, will receive their tuition bill by mail with all subsequent notices being sent to their school email address. Failure to receive notification does not negate the student's responsibility to pay their tuition according to the policy. Students who fail to receive a billing notification should contact the Student Accounts Office.

By registering for courses, students accept responsibility for all charges associated with the enrolled semester, regardless of payment method. Financial obligations may include, but are not limited to, tuition, fees, residency, library materials or fines, and unpaid room damage charges.

Any student granted enrollment or registering after the start of a semester will receive a bill from the Student Accounts Office with payment due immediately.

Non-attendance:

NOTE: Receiving a bill for a course indicates that the student is enrolled in that course. If a student decides to withdraw from a course, fails to attend classes, or believes they have been billed in error, it is the student's responsibility to follow the policy for withdrawal from the course. Students are responsible for the payment of tuition and fees for all courses not dropped according to policy. Students who do not plan on attending registered classes must withdraw according to program policy. TRHSHS does not automatically drop students for non-attendance. Therefore, do not rely on the school to drop you from the courses for which you have been billed. The student is responsible for payment of all billed courses.

Students who are considering voluntary course withdrawals or leaving school should pay special attention to School Policies, "Withdrawal from a Course", "Voluntary Withdrawal from School" and "Refund."

Payments
Tuition payments are to be paid in full no later than one week prior to the first day of class each semester unless the student enrolls in the TRHSHS Payment Plan Option (PPO).

Payment Plan Option (PPO)
The convenience of paying your tuition charges on a monthly basis is an attractive option for many families. The Reading Hospital School of Health Sciences provides an opportunity for students to pay current academic year educational expenses with interest-free installments each semester. Tuition charges are payable in four equal installments (*initial deposit due 1 week before classes start plus 3 monthly installments*). Payment Plans are available to all full time and part time students. If you would like to take advantage of the PPO you can access the Payment Plan Request Form on the schools website or contact the Student Accounts Office for more information.

Tuition for any given semester must be paid in full prior to the end of the semester or the student will not receive grades.

Payment plans are not available for and may not include parking violation fines or other miscellaneous fees (lost keys, returned check charges, etc.).

A student may only start class if his/her account has been paid in full or the student has established a payment plan in writing. Students who fail to make their payments on time will not be permitted to attend or participate in classes, clinicals, laboratories, field work, school-related or school-sponsored activities until full payment is received by the Student Accounts Office or a payment plan has been established.

Make Check or Money Orders payable to: *TRHSHS*

Payments accepted at the Student Accounts Office or send by mail to:

TRHSHS
Student Accounts Office
PO Box 16052
Reading, PA 19612-6052

Accepted forms of payment include check, money order, all major credit cards, and cash.

Credit cards are accepted at the Student Accounts Office or by calling 484-628-0102.

Late Payments/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. A student, who has voluntarily withdrawn from school, is suspended, terminated, on a Leave of Absence (LOA) or Stop-out *(a student unable to register for a class due to curriculum plan)* will be responsible for amounts owed to the school with the full amount due immediately.

If your account becomes delinquent, TRHSHS, 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

Past Due Obligations
Past due obligations include, but are not limited to, tuition and fee charges for any semester, unpaid room damage charges, library materials or fines and parking fines. Students will not be permitted to register, receive a transcript, grade report, or diploma until all financial obligations are paid in full. In addition, the school reserves its right to submit past due accounts to its collection agent.

Fees and Other Charges
A $35 service charge will be assessed to a student's account for checks returned by the bank for insufficient funds or uncollectible for any other reason. Students not remaining in school will be charged the cost for lost mailbox keys, school clickers, and any other property belonging to TRHSHS if not returned before leaving.

Errors or Disputes
Inquiries concerning schedules should be referred to the Registrar's Office. Inquiries concerning charges should be referred to the Student Accounts Office.