

# Tuition Payment Agreement



## The Plan

To help you meet your educational expenses, KC Distance Learning, Inc., doing business as Keystone National Middle School (Keystone) is pleased to offer a convenient plan that provides you with an option for budgeting tuition. It is not a loan program: there are no interest payments or finance charges assessed and there are no credit checks. Keystone offers a choice of multiple payment options so you can select the terms that meets your needs<sup>1</sup>.

## How the Plan Works

Using the payment plan is simple and straightforward. You may register online at [www.keystonemiddleschool.com](http://www.keystonemiddleschool.com) or complete and sign the plan agreement on the other side of this flyer. Additional information regarding registration is provided below.

### Pay Online, It's Easy and Convenient

Enrolling online is simple, secure, and easy. Connect to [www.keystonemiddleschool.com](http://www.keystonemiddleschool.com) and select "Enroll Now" to begin choosing your courses. When completed, select the Keystone Tuition Payment Plan as your payment option. Please remember, when enrolling through the Online Enrollment System, the total course tuition plus shipping equals the total amount due Keystone. We can quickly process your initial payment so students can begin their courses right away.

### Paper Enrollment Process

If you prefer, you can complete the Tuition Payment Plan Agreement on the reverse side. Please return the form along with the Keystone Enrollment Application and required first payment (20% of tuition + 100% of shipping) to Keystone National Middle School at the address below. Enter the information to determine the amount due Keystone at the time of enrollment. Indicate the number of remaining monthly payments that you want to make. Your monthly payment is determined by dividing your remaining tuition (Total Tuition minus 20%) by the remaining number of payments.

## Payment Options

**A. Automatic Bank Payment (ACH)** – ACH payments are those payments you have authorized Keystone to process directly with your U.S. financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at Keystone. Payments may be made from either your checking or savings account.<sup>2</sup> Payments are processed on the 5th or the 20th of each month and will continue until the balance is paid in full.

**B. Credit Card Option** – You can choose to have Keystone charge your monthly payment directly to your designated credit card. Payments are processed on the 5th or the 20th of each month and will continue until the balance is paid in full.

\*PLEASE NOTE: When using the paper enrollment process, your first payment can be made by check or credit card. The check must be included with this application in order to process the payments. Checks should be made payable to Keystone National Middle School. To take advantage of the credit card payment option, you must enter the first payment amount on the Keystone Enrollment Application along with your credit card number, expiration date, CSV #, and signature authorizing Keystone to charge your credit card.

<sup>1</sup> Available plan options vary based on enrollment conditions.

<sup>2</sup> Account must be held at a U.S. based financial institution.

### – PAYMENT AND RETURNED PAYMENT INFORMATION –

Payments will be processed on the 5th or 20th of the month. Should a payment be returned, a reattempt (maximum of 3 attempts) will be made on the next scheduled date (20th or 5th) and a \$25.00 Returned Payment Fee will be automatically deducted from the account provided on the agreement for each payment attempt that is returned. In the event of a returned monthly payment, until such time as the account is made current, Keystone will suspend access to all of the enrolled student's courses and any evaluation services. No official transcript, driver's education certificates, or diplomas will be issued until the final payment is received and paid in full.

## Keystone National Middle School

920 Central Road ♦ Bloomsburg, PA 17815

[www.keystonemiddleschool.com](http://www.keystonemiddleschool.com) ♦ Phone: 1-888-880-5488 ♦ Fax: 570-784-2129 ♦ E-mail: [info@keystonemiddleschool.com](mailto:info@keystonemiddleschool.com)

# KEYSTONE NATIONAL MIDDLE SCHOOL Tuition Payment Agreement

Attach Voided Check Here – Must Match Name in Section 3

Please complete all the information requested below. Changes to your agreement must be made through Keystone National Middle School.

## 1. STUDENT INFORMATION

Student ID Number  Student Name Last Name  First Name  MI

## 2. PAYER/RESPONSIBLE PARTY INFORMATION (To be completed by person responsible for making payments.)

Name First Name  Last Name   
 Address   
 City  State  Zip Code   
 Daytime Phone  Ext.  Evening Phone   
 E-Mail Address

If you provide an e-mail address, some correspondence received from Keystone may come via e-mail.

## 3. PAYMENT INFORMATION

### A. BANK PAYMENT INFORMATION ONLY

Payments should be made from: (Select only one)  Checking Acct OR  Savings Acct\*

\*NOTE: Savings account cannot be a passbook-type. If an account is not selected, Checking Account will be used.

Bank Name   
 Bank Routing #   
 Account #   
 (To be debited for monthly payments. Non-business account only.)  
 City   
 State  Bank Phone Number

### B. CREDIT CARD PAYMENT INFORMATION ONLY

Type:  VISA  MasterCard  Discover  American Express

(Check, Debit and ATM Cards may be returned unpaid due to daily limit restrictions imposed by your bank)

Credit Card Number   
 Expiration Date Month  Year  CSV Code

FOR CHECKING ACCOUNTS Attach a voided check  
 No deposit slips please  
 FOR SAVINGS ACCOUNTS Provide savings account number

## 4. AMOUNT TO BE PAID THROUGH PLAN

PLEASE NOTE: You must first complete the Keystone Enrollment Application to determine the total amount due.

Total Amount Due   
 Less: Initial Payment (20% of course fees plus 100% of S/H)   
 Eligible Amount Budgeted Through Plan   
 Number of Remaining Payments   
If Under \$1,000 – Initial payment + 4 remaining  
 If \$1,000 or Over – Initial payment + 4 or 9 remaining  
 Amount of Each Remaining Payment   
Budgeted Amount ÷ Number of Payments

The initial payment must be included with this application in order to budget payment(s) through the plan. When making the initial payment by check, make check payable to Keystone National Middle School.

Choose the day of the month for remaining payments to be made:  5th OR  20th

\*Subsequent payments will be made no less than 21 days after initial payment.

Additional Authorized Party (Optional) First Name  Last Name

The responsible party may authorize another person to contact Keystone to inquire about all account information and to make changes to the account on behalf of the responsible party. The responsible party names the person listed above as an additional authorized party. The responsible party agrees that the designated person may take any action with reference to the account as could be taken by the responsible party except changing the name of the additional authorized party. The responsible party agrees to be bound by any action taken by the additional party on behalf of the responsible party pursuant to the authority hereby granted.

When requesting information, Keystone will verify the additional authorized party's identity by asking for his/her name.

## SIGNATURE OF RESPONSIBLE PARTY

X \_\_\_\_\_  
 Month  Day  Year

By signing this agreement, I hereby agree to be the responsible party whether or not named as the responsible party in Section 2 above and I hereby accept and agree to be bound by the terms and conditions contained within this Tuition Payment Plan Agreement and authorize Keystone to initiate debit/charge entries to the account listed or any subsequent account provided and to debit/charge the same such account. In the event that I am not the responsible party named in Section 2 then I shall be deemed to be the responsible party for all purposes under this Agreement and accept any additional authorized party provided on this Agreement.

## TERMS AND CONDITIONS:

KC Distance Learning, Inc., doing business as Keystone National Middle School ("Keystone"), with offices located at 920 Central Road, Bloomsburg, PA 17815, offers a Tuition Payment Plan as described by these terms and conditions.

- You, as the Responsible Party whose signature appears on this Agreement, accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full. Additionally, you authorize Keystone to initiate debit or charge entries to the account listed in this Agreement or any subsequent account provided. Your authorization will terminate when the total balance due has been paid.
- If your financial institution returns your payment, a \$25 Keystone Returned Payment Fee will be automatically deducted from the account identified in Section 3 within 20 days. A Keystone Returned Payment Fee will be assessed for each payment attempt that is returned. If any Keystone fees are returned, they will be reattempted. Keystone fees are subject to change in future academic years.
- If the Automatic Bank payment or Credit Card payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although Keystone specifies the date each payment will occur, your financial institution determines the time of day the payment is debited to the account.
- Depending upon the institution's policy, payments returned by your financial institution will be automatically reattempted.
- You may make changes to the information you provided in this agreement by contacting Keystone. In the event that you authorize additional services from Keystone, or in the event that additional fees are assessed by Keystone in accordance with Keystone's policy and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change shall constitute your authorization to change the payment amount and/or to continue payments until the total balance due is paid in full.
- You do not require Keystone to send advance notice of any adjustments resulting from any such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any other similar cause. However, a copy of any such changed authorization is to be provided to you by Keystone.
- If there will be any change in the preauthorized payment amount other than a changed authorization, as described above, Keystone will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.
- Any and all inconsistencies in the information you provide to Keystone will be resolved in the confirmation notification sent to you from Keystone.
- You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. Your authorization for ACH transactions will remain in effect until cancelled in writing. This agreement shall be governed by the laws of the State of Pennsylvania. The District Court of Columbia County, PA shall be the sole venue for filing any action.
- Upon the demand of you or Keystone, any dispute concerning the parties' duties or liabilities under this agreement shall be resolved by binding arbitration in accordance with the terms of this agreement. Arbitration proceedings shall be administered by the American Arbitration Association (AAA) or such other administrator as the parties shall mutually agree upon in accordance with the AAA Commercial Arbitration Rules. All disputes submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code), notwithstanding any conflicting choice of law provision. The arbitration shall be conducted at a location in Pennsylvania selected by the AAA or other administrator. All statutes of limitation applicable to any dispute shall apply to any arbitration proceeding. All discovery activities shall be expressly limited to matters directly relevant to the dispute being arbitrated. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction.

PLEASE RETURN THIS FORM DIRECTLY TO KEYSTONE NATIONAL MIDDLE SCHOOL AT 920 CENTRAL ROAD, BLOOMSBURG, PA 17815 WITH YOUR KEYSTONE ENROLLMENT APPLICATION.