1. **Enrollment.** Enrollment in IPP is accomplished by completing the on-line application through the HES website, www.highereducationservices.org.

2. **Budget Amount/Payments.** The total annual budgeted amount is payable in ten equal installments due on the 15th day of each month beginning May 15th preceding the academic year for which costs are budgeted. Only charges for tuition, fees, room and board may be budgeted. Budgeting is not permitted for amounts less than $1,000 for an academic year.

3. **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 trust at any time. Refunds to participants for any reason will be handled through normal College refund and credit procedures.

4. **Fees and Other Charges.** The application fee ($55) is non-refundable. HES will impose a service charge of $35 for any check which is returned for insufficient funds or which is not collectible for any other reason. HES will impose a $50 handling charge for payments received after the due date.

5. **Failure to Pay.** The failure of a participant to pay any installment within 15 days of the due date will, without notice, result in termination of all life insurance benefits and may result in termination of enrollment in the plan. All monies deposited to the participants account, excluding interest, will be remitted to the College; and the full amount owed will immediately become due the College without further notice. The standard College policy will apply for handling past due accounts. HES is not responsible for any action of the College taken for, against, or with respect to the participant or the student for whom amounts are budgeted, including but without limitation, suspension, termination or other sanctions.

6. **Life Insurance.** In the event of the death of the enrolled parent or guardian who signs the online application, such person not having reached his/her 65th birthday while this agreement is in force, the unpaid balance of the budgeted amount will be paid to the College. The life insurance coverage will go into effect when HES receives your application fee and initial payment and will remain in effect as long as the account remains current.

7. **Late Enrollment in the Plan.** If you enroll in the plan after May 15th, you will be required to bring the account up-to-date. Please review the section titled “Late Enrollment” on page 4 of the brochure for requirements.

8. **Pre-authorized Debit Option.** Participants who wish to have their monthly payments automatically deducted from their checking or savings account should check the appropriate box on the online application and complete the required information. Payments will be deducted on the 15th of each month from May through February.

9. **Credit Card Payments.** Payments can also be made by credit card directly from the HES website, www.highereducationservices.org. There is a payment processing fee assessed on all credit card payments. The amount of the payment processing fee is detailed during the on-line payment procedure.

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ANNUAL INSTALLMENT PAYMENT PLAN

Administered By
Higher Education Services, Inc.
1-800-422-0010
www.highereducationservices.org
Contact HES

Place a phone call to the school.

Address: 123 Main St.
Phone: 555-1234
Fax: 555-4321
Email: hes@school.edu

Number of Parents

Enroll by Number of Parents

- 1 parent
- 2 parents
- 3 parents
- 4 or more parents

Enroll Before the Start of the Semester

- April 1
- May 1
- June 1
- July 1

Early Enrollment Dates

- April 1
- May 1
- June 1
- July 1

Late Enrollment

- Non-enrolled students are not eligible for financial aid.

Payment Dates

- First payment due on or before the 15th of each month.

How to Enroll

- Applications are accepted online through the HES website.
- Applications must be submitted by the 10th of each month.
- Payment plans are available.
- Financial aid is available for qualifying students.

Fee Schedule

- Tuition:
  - In-state: $10,000 per year
  - Out-of-state: $20,000 per year

LIFE BENEFIT COVERAGE

Receive life benefit coverage after the first year.

- There is a $500 deductible for participants.
- For any question, contact the Benefits Office.

Reimbursement for uninsured costs or out-of-pocket costs.

- There is a $500 co-payment for non-emergency care.
- There is an annual cap of $5,000.

- There are no out-of-pocket expenses.

FINANCIAL AID

- Financial Aid is available for eligible students.
- Application deadlines are October 1st and March 1st.
- Contact the Financial Aid Office for more information.

- Tuition is payable in monthly installments.
- Late payments incur a 2% late fee.

- There is a 10% late fee for all overdue payments.

- Power of Attorney forms are required for all payments.