

Payment Contract

Federal regulations concerning the Truth-in-Lending Act require the following technical disclosure of terms of payment and credit.

A monthly statement will be sent to the billing name and address of the contractual individual(s). If the amount called the Balance on the statement is paid-in-full by the DUE DATE shown on the statement; no LATE PAYMENT FEE will be assessed. If payment is not made by the DUE DATE, a \$25.00 LATE PAY FEE is imposed on the balance of the account. Any balance past due more than 30 days may result in dismissal from the Children's Center.

Payments, credits, or charges received or made after the Bill Date will appear on your next statement. Any credit appearing as the BALANCE may be refunded to you upon request unless the college as an enrollment or security deposit requires the credit.

In case of ERRORS or INQUIRIES about your bill, send your inquiry in WRITING to the Bursar's Office, St. Norbert College, 100 Grant Street, De Pere, WI 54115 and include the child's name, account number, and a description of why you believe the statement is in error.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in dispute until such time as the College either corrects the error or explains why the College believes that the bill was correct. During the same time, the College may or may not take any action to collect disputed amounts or report disputed amounts as delinquent.

You may also call the Children's Center (403-3013) for an explanation, but if you are not satisfied, your notice must reach St. Norbert College within 30 days after the monthly statement was sent in error in order to preserve your rights under the FEDERAL TRUTH-IN-LENDING ACT.

Delinquent accounts occur when the payment terms on an account have not been met. When an account becomes past due, St. Norbert College will issue a notice to the contracted individual that the account is past due. If a satisfactory plan is not made for payment, the entire balance shall be immediately due and payable.

Delinquency of payment to the Children's Center will constitute the right to restrict future services solely at the discretion of St. Norbert College.

St. Norbert College has the right to take steps to collect the balance, including turning over the account to a collection agency and taking legal action to collect the balance due. The contracted individual authorizes St. Norbert College to release financial information about his/her account to those concerned with collecting the balance owed. If the College incurs any expenses in collecting the account, the contractual individual shall pay all the College's costs of collection. This includes, but is not limited to, a collection agency's fee and/or reasonable attorney's fees.

Please sign this copy and return it to the Children's Center, St. Norbert College, 100 Grant Street, De Pere, WI 54115.

This agreement remains in effect for the duration of the child's enrollment in the St. Norbert College Children's Center and until balance is paid in full.

FINANCIALLY RESPONSIBLE INDIVIDUAL (S)

Father _____ Mother _____

Soc. Sec.# _____ Soc. Sec.# _____

Dr. License # _____ Dr. License# _____

Billing Address _____

City _____ State _____ ZIP _____

Home Telephone # _____

Cell Phone # Father _____ Mother _____

Signature _____ Signature _____
Father Mother

Date _____