



ARBOR VITAE

SCHOOL OF TRADITIONAL HERBALISM

TUITION PAYMENT PLAN AGREEMENT FORM

Please submit to info@ArborVitaeNY.com

ALL STUDENTS ARE RESPONSIBLE FOR PAYING THEIR ANNUAL TUITION IN FULL; SIGNING UP FOR A PAYMENT PLAN IN NO WAY MAKES PAYING THE FULL ANNUAL TUITION OPTIONAL.

TERMS AND CONDITIONS OF PAYMENT PLAN

1. I agree to pay my tuition balance under the terms of my chosen payment plan.
2. I agree and understand that I am legally obligated to pay the full tuition even if I do not attend all classes or withdraw from the program.
3. I agree to pay all my installments on time, understanding that this means on or before the due date established.
4. I agree that my plan can't be changed or canceled after it is approved unless the change is agreed upon, in writing, by both parties.
5. I agree to allow ArborVitae to occasionally verify my credit card information, without first notifying me, by placing a temporary hold on funds up to \$3.
6. I understand that there are no additional fees unless an established payment is late.
7. I understand that, if I pay by check and it is returned for any reason, then I will pay the penalty and late fee plus a \$30 returned check fee.
8. I understand that tuition payments received are first applied against the oldest outstanding balance.
9. I understand that payments sent by mail must be post-marked on or before the due date, and that I must also notify ArborVitae by email that the payment has been posted.
10. I understand that if an automated payment fails, it is my responsibility to update my payment information.
11. I understand that, should it become necessary for ArborVitae to retain an attorney or collection agency to secure payment of any amount due, I will be responsible for all collection costs and legal fees.

Student Initials

LATE PAYMENT POLICY



Penalties and Late Fees

- If I fail to pay the full due payment amount on or before the due date, I agree to pay a late fee of 1.4% of the amount per week. The late fee is a percentage of the individual payment, not the tuition in its entirety.
- I understand that the 1.4% late fee will be accumulating until the day I pay the total due. Weekends and holidays are counted toward late days.
- I understand I will be invoiced for the late fees separately from my tuition payments.
- I understand, and agree to allow, that, if my payment is 2 weeks late, ArborVitae will charge my credit card for the payment amount as well as for any unpaid late fees that I've accumulated.

Notice

- I understand that, after one week of account delinquency, I will be notified via email by the Accounting Office of penalty and late fee realization. I understand that failure to pay my dues could affect my student status.

Loss of Eligibility for Payment Plan

- I understand that, if I fail to pay my installments on time on more than one occasion, I may not be eligible for a payment plan the following year.

Readmission Withholding

- I understand that, if I have any outstanding tuition balance, I will not be able to enroll for future classes until I fulfill my obligation.

REMOVAL FROM PROGRAM

If I fail to pay my installments on time for two subsequent months, I understand that I may be asked not to come to class until I have made my payments. If this happens and I choose not to return to class, I am still responsible for paying the entirety of my tuition.

CERTIFICATE

I understand that, regardless of academic achievement, I will not receive my certificate until I have paid my entire tuition and any outstanding debt to the school.

Student Initials



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Students Name

Program Year

Monthly Payment Date

PAYMENT INFORMATION – ACH or Credit Card

Name on Account

Account Billing Address

Routing #

Account #

Visa

Mastercard

Discover

American Express

Name on Card

Card Billing Address – street, city, state, zip

Card #

Expiration Date

CVV #

By completing and signing this form, I agree to and have read and understood all of the above terms and conditions. I also recognize that it is my responsibility to adhere to the due dates to avoid additional fees.

Student Signature

Date