



St. Norbert College Children's Center Payment and Disclosure Agreement

The **St. Norbert College Children's Center Payment and Disclosure Agreement** is a legal document that explains the financial responsibility for families that utilize the Children's Center at St. Norbert College ("the College"). The **St. Norbert College Children's Center Tuition and Payment Policy** is an additional legal document, detailing the College's policies on billing, vacation/sick days, etc. Both of these documents include your financial obligations. If you do not pay the College in a timely manner according to the terms of this agreement, you are still obligated to pay the total amount(s) due and the amount(s) of your late payment(s) may be subject to interest, debt collection and/or legal action as described in this agreement. 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 electronically to the email billing address(es) on this Agreement. The Balance on the statement is to be paid-in-full by the DUE DATE shown on the statement. If payment is not made by the DUE DATE, a \$25.00 LATE PAY FEE is imposed each month on the past due balance. Any balance past due more than 30 days may result in dismissal from the Children's Center. If a payment made on your account is returned (non-sufficient funds, inaccurate account number, etc.) a \$25 non-refundable returned payment fee will be charged to your account.

A two-week written notice for withdrawal is required. **Failure will result in a two-week tuition penalty at the child's current tuition rate.**

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 credit is required by the college as an enrollment or security deposit.

In case of DISPUTES 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 (920) 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(s) 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(s) authorizes St. Norbert College to release financial information about his/her account to those concerned with collecting the balance owed. The contracted individual(s) also authorizes St. Norbert College or any respective agents and contractors to contact you regarding your account, at the current and any future cellphone number(s), email address(es), or wireless device(s) using regular or automated telephone dialing equipment or artificial or pre-recorded voice or text messages. If the College incurs any fees as a result of collection efforts the contractual individual(s) shall pay all the College's costs of collection., which may be based on a percentage at a maximum of 33% of the outstanding amount, and all costs and expenses, including reasonable attorneys' fees, that St. Norbert College incurs in such collection efforts.

With my signature below, I acknowledge the following:

- I have read, understand and agree to the terms and conditions in this St. Norbert College Children's Center Payment and Disclosure Agreement.
- I have read, understand and agree to the terms and conditions in the St. Norbert College Children's Center Tuition and Payment Policy.
- I am aware that failure to fulfill all payment obligations may result in the dismissal from the St. Norbert College Children's Center.
- I am aware that failure to fulfill all payment obligations may result in action taken by an agency designated to collect the entire balance on my account.
- This agreement remains in effect for the duration of the child's enrollment in the St. Norbert College Children's Center and until the balance is paid in full.

FINANCIALLY RESPONSIBLE INDIVIDUAL(S)

Parent _____

Parent _____

Soc Security # _____

Soc Security # _____

Dr. License # _____

Dr. License # _____

Address: _____

Address: _____

City _____ State ___ Zip _____

City _____ State ___ Zip _____

Telephone # _____

Telephone # _____

Father Signature _____

Mother Signature _____

Date _____

Date _____

Email Billing address: _____

Email Billing address:(optional) _____

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