

Earlham DirectPay Information

Thank you for showing an interest in Earlham DirectPay, a direct debit payment plan. Earlham DirectPay can be used to pay the balance of a student's account, divided into 10 equal monthly payments, a convenient way to help families pay the balance of a student's account once all other payments and credits have been applied, or to help make it easier for families to finance tuition costs. A non-refundable activation fee of \$40 is required.

How it works:

Simply complete the Authorization Agreement for Earlham DirectPay by selecting a date from the list provided and filling in the amount you want debited from your bank account. (You can use the attached worksheet to help you determine the monthly amount). Your bank account will then be charged on that day each month, unless it falls on a weekend or bank holiday. In those cases, it will be charged on the next business day. You won't have to remember to send a check each month. **As long as your payment plan covers the balance owed, there will be no service charges on the account.**

Length of Payment Plan:

For students who will be enrolled for the academic year, set up your plan for 10 months. A five-month option is available ONLY for students who will be enrolled one semester. The payment plan should run for these months:

- 10-Month – July through April
- 5-Month – July through November (Fall)
December through April (Spring)

Those families who choose to start the plan after the first month are required to pay for the months they have missed “up front”. Your plan then would be active for the remaining number of months. For example, if you choose to begin a 10-month plan in August, mail us a check for the July payment. On the Authorization form you then would select 9 months as your Length of Payment Plan. Earlham DirectPay would start in August on the day you select.

How do I know if my account is paid?

After processing your Activation form, we will credit the students account the portion of your plan designated for that semester. For those families on the 10 month plan it would be half of your total contract (monthly payment x 5). For families who started their payments late, it would be the number of months remaining in that semester times the monthly payment amount.

If you contracted for the correct amount, there should not be a balance due on the account. If there is a balance on the account, you will receive a monthly statement showing any new charges. Students can incur miscellaneous charges (i.e. traffic tickets, library fines and class fees) that you may have not included in your payment plan. Those are billed as they are incurred. When you receive these statements, you will need to make payment for those charges. If you would like to increase your monthly payment, you can contact our office. Service charges will be assessed on charges (over thirty days) not covered by your payment plan.

Determining your Withdrawal Date:

You should choose a date that you know you will have funds in your account to cover the withdrawal. You may wish to allow a one or two day cushion from a deposit date to a withdrawal date. Your bank could post the withdrawal prior to your deposit if you don't provide a cushion. You can choose from the 1st, 5th, 15th, 25th or 30th of the month.

Making Changes:

If you wish to make changes to your monthly payment plan after it is in place, please contact us as soon as possible. We will ask you to complete an Earlham DirectPay Correction Form with the necessary changes and return it to our office at least 3 full business days prior to your withdrawal date. If we do not receive the information three business days prior, we may not be able to make the adjustments in time for the next withdrawal. You can download a correction form at:

www.earlham.edu/accounting/

NOTE: Earlham College is not responsible for returned transactions, if corrections are received later than 3 business days prior to the withdrawal date.

Important Information

- **If your bank returns a transaction, the student's account will be charged for the dollar amount of the returned item and a \$20 returned item fee. We will notify you of all returned transactions**
- **If we receive two returned transactions, Earlham has the right to terminate the remainder of the payment plan. Monthly service charges (1% on the unpaid balance) will then be applied to the account.**
- **Account must be a checking or savings account in the United States.**
- **We cannot guarantee that families who participate in this plan will have a zero balance at the end of the plan, because students may incur additional charges such as library fines, health service charges, class fees, May Term, overload or other charges. Please make arrangements to pay those charges.**
- **We will not stop, decrease or increase monthly payments, even if the account has a credit or zero balance. If you wish to change the withdrawal amount, you must contact us. Nothing is done without your authorization. You will receive monthly statements if there is a credit or a balance due on your account.**
- **Students who withdraw from the College will continue to have payments withdrawn unless we receive written request for the payments to stop. We must receive your request at least three business days before the scheduled withdrawal date.**

How to sign up:

(Please have your completed forms to us 6 business days prior to the first withdrawal date)

1. Complete the Authorization Agreement for Direct Payment.
2. Send the \$40 non-refundable activation fee. (check made payable to Earlham College)
3. Send a voided check from the account you want us to charge. If a voided check is unavailable, please provide some documentation that shows the bank's routing number and your account number.

If you have further questions or have problems completing the forms, please contact the Student Accounts Office at (765) 983-1333 or by email at roellma@earlham.edu.

We look forward to your participation in the Earlham DirectPay Plan!