

Tuition Management Systems (TMS) Information Sheet



THE JANUS SCHOOL

Because Not All Great Minds Think Alike

MONTHLY PAYMENT PLAN (PLAN 3)

- The Janus School will again offer the Monthly Payment Plan (Plan 3 in the Enrollment Contract) through Tuition Management Systems (TMS). *You must first send the signed Enrollment Contract and the non-refundable Enrollment Deposit directly to The Janus School.*
- Through TMS, families can elect the Monthly Payment Plan (Plan 3) and pay TMS in 10 monthly payments. Families that elect the Monthly Payment Plan will have 10 equal payments due by the 1st of each month from June through March. There is a \$50 annual Enrollment Fee to participate in the Monthly Payment Plan.
- You may pay by check or money order through the mail, through preauthorized automatic debit from your checking or statement savings account for no additional charge, or you can pay by electronic check over the phone or online for a \$5 convenience fee. You can also pay using a MasterCard, American Express or Discover Card. A convenience fee will apply. If you choose this option, you must contact TMS each time you wish to charge a payment. Call toll free 800-722-4867 or visit afford.com.

AUTOMATIC ENROLLMENT

- *You do not need to complete a separate application.* When you choose Payment Plan #3 on your Enrollment Contract you are automatically enrolled.
- Families will be automatically enrolled in the Monthly Payment Plan for the total amount that is due to The Janus School for the academic year. If you are receiving financial aid through the school, your payment account budget will reflect the total amount due once the aid has been awarded. Until the aid has been applied, you will be responsible for the amounts billed. Adjustments will be made by the school as financial aid becomes available.
- TMS will automatically establish your account based on the information provided by The Janus School. TMS will send a welcome letter detailing your monthly payments, and then will send your invoice to you every month unless you choose to pay by preauthorized automatic debit from your checking or statement savings account. You will have the option of making your monthly payments by mail, over the phone, using the pre-authorized debit option, or making your payments on-line through the TMS website.

FAILURE TO PAY

- If a participant fails to pay the monthly installment on the due date of the first of each month, The Janus School will be notified and enrollment in the Monthly Payment Plan may be terminated. The standard Janus School policies will apply for refunds or handling of past due accounts. TMS is not responsible for any action of The Janus School 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. If your Monthly Payment to TMS is not received on the first of the month, it will be delinquent. If you miss two payments, you will be removed from the Monthly Payment Plan with TMS.
- TMS will charge a \$20 service fee for any payment received after the due date.
- TMS will charge a \$25 service charge for any item that is returned for insufficient funds or for any reason. Three returned payments, for any reason, will result in cancellation of the Monthly Payment Plan.

CONTACT INFORMATION

- Contact TMS toll free at 800-722-4867.
- Visit the TMS website at www.afford.com.
- Monthly Payment Plan checks or money orders should be made payable to: Tuition Management Systems
- Monthly Payment Plan checks or money orders should be mailed to TMS. Invoices are mailed every month to families and are mailed on the 5th of the month for the next month.
- The Enrollment Contract and non-refundable Enrollment Deposit should be mailed to:
The Janus School, 205 Lefever Road, Mount Joy, PA 17552