

Tuition Payment Agreement

Plan Overview

KC Distance Learning, Inc. doing business as The Keystone School (Keystone) is pleased to offer you a convenient and affordable way to manage your tuition expenses. With the Keystone Tuition Payment Plan, you are able to spread tuition payments over a period of five, eight or ten months (depending on total purchase price). There are no enrollment fees, interest payments, or credit checks.

How It Works

When using the Keystone Tuition Payment Plan, you must make an initial payment at the time of enrollment plus either four, seven or nine monthly payments, depending on total purchase price. The initial payment includes 25% of the total tuition cost, plus 100% of any required shipping and handling.

Enrolling Online

You can choose the Keystone Tuition Payment Plan as your method of payment when enrolling online through the Keystone Online Enrollment System. Simply go to www.keystoneschoolonline.com and select "Browse Catalog" to choose your courses. After selecting the appropriate courses, click "Enroll Now" again to begin the checkout process. You will be presented with three payment options, one of them being the Keystone Tuition Payment Plan. When enrolling online, your initial payment and subsequent payments will be calculated automatically.

Enrolling by Fax or Mail

If you enroll by fax or mail, please fill out the reverse side of this form and include when sending the enrollment form, along with the required initial payment (check or credit card only). When enrolling by fax or mail, you will need to calculate the initial payment and subsequent payments using the instructions in Section 4 of the form.

Payment Options

A. Automatic Bank Payment (ACH) – ACH payments are those payments you have authorized Keystone to process directly with your U.S. financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at Keystone. Payments may be made from either your checking or savings account. Payments are processed on the 5th or the 20th of each month and will continue until the balance is paid in full.

B. Credit Card Option – Keystone can charge your monthly payment directly to your credit card. Payments are processed on the 5th or the 20th of each month and will continue until the balance is paid in full.

PLEASE NOTE: When enrolling by fax or mail, your first payment can be made by check or credit card. The check must be included with this application in order to process the payments. Checks should be made payable to The Keystone School. To take advantage of the credit card payment option, you must enter the first payment amount on the Keystone Enrollment Application along with your credit card number, expiration date, CSV #, and signature authorizing Keystone to charge your credit card.

PAYMENT AND RETURNED PAYMENT INFORMATION

Payments will be processed on the 5th or 20th of the month. Should a payment be returned, a maximum of three re-attempts will be made beginning on the next scheduled date (20th or 5th) and a \$25.00 Returned Payment Fee will be automatically deducted from the account provided on the agreement for each payment attempt that is returned. In the event of a returned payment, Keystone will suspend access to all of the enrolled student's courses and any evaluation services until the account is made current. No official transcript, driver's education certificates, or diplomas will be issued until the final payment is received and paid in full.



Phone 800.255.4937
Fax 570.784.2129
Email info@keystoneschoolonline.com
Web www.keystoneschoolonline.com

TUITION PAYMENT AGREEMENT Please complete all the information requested below. Changes to your agreement must be made through Keystone.

ATTACH VOIDED CHECK HERE — MUST MATCH NAME IN SECTION 3

1. STUDENT INFORMATION

Student ID # _____ Student Name (Last) _____ First _____ MI _____

2. PAYER/RESPONSIBLE PARTY INFORMATION (to be completed by person responsible for making payments.)

First Name _____ Last Name _____
 Address _____
 City _____ State _____ Country _____ Zip _____
 Daytime Phone _____ Evening Phone _____
 Email (if you provide an e-mail address, some correspondence received from Keystone may come via e-mail.) _____

3. PAYMENT INFORMATION

A) Bank payment information only

Checking Account (attach a voided check, no deposit slips)
 Savings Account (cannot be a passbook-type)
If an account is not selected, Checking Account will be used.
 Routing Number _____
 Account Number (To be debited for monthly payments. Non-business account only.) _____

Bank Name _____
 City _____ State _____
 Phone _____

B) Credit card payment information only

Visa Master Card AMEX Discover
(Check, Debit or ATM Cards may be returned unpaid due to daily limit restrictions imposed by your bank)
 Credit Card Account Number _____
 Expiration Date Month: _____ Year: _____ CVV Code: _____

4. AMOUNT TO BE PAID THROUGH PLAN

Please note: You must first complete the Keystone Enrollment Application to determine the total amount due.

Total Amount Due \$ _____
 Less Initial Payment \$ _____
 25% of Tuition _____
 100% of S/H _____
 Eligible Amount Budgeted through Plan \$ _____
 Number of Remaining Payments _____
If under \$1,000: Initial payment + 4 remaining
 If between \$1,000 and \$1750: Initial payment + 4 or 7 remaining
 If \$1,751 or over: Initial payment + 4, 7 or 9 remaining
 Amount of Each Remaining Payment \$ _____
Budgeted Amount ÷ Number of Payments

Choose the day of the month remaining payments will be made: 5th OR 20th

The initial payment must be included with this application in order to budget payment(s) through the plan. When making the initial payment by check, make the check payable to The Keystone School. Subsequent payments will be made no less than 21 days after initial payment.

ADDITIONAL AUTHORIZED PARTY (optional)

First Name _____ Last Name _____

The responsible party may authorize another person to contact Keystone to inquire about all account information and to make changes to the account on behalf of the responsible party. The responsible party names the person listed above as an additional authorized party. The responsible party agrees that the designated person may take any action with reference to the account as could be taken by the responsible party except changing the name of the additional authorized party. The responsible party agrees to be bound by any action taken by the additional party on behalf of the responsible party pursuant to the authority hereby granted. When requesting information, Keystone will verify the additional authorized party's identity by asking for his/her name.

SIGNATURE OF RESPONSIBLE PARTY

Signature _____ Date (month/day/year) _____

By signing this agreement, I hereby agree to be the responsible party whether or not named as the responsible party in Section 2 above and I hereby accept and agree to be bound by the terms and conditions contained within this Tuition Payment Plan Agreement and authorize Keystone to initiate debit/charge entries to the account listed or any subsequent account provided and to debit/charge the same such account. In the event that I am not the responsible party named in Section 2 then I shall be deemed to be the responsible party for all purposes under this Agreement and accept any additional authorized party provided on this Agreement.

TERMS AND CONDITIONS: KC Distance Learning, Inc. KC Distance Learning, Inc., doing business as The Keystone School ("Keystone"), with offices located at 920 Central Road, Bloomsburg, PA 17815, offers a Tuition Payment Plan as described by these terms and conditions.

- By signing this agreement, you agree to be bound by the terms and conditions stated above until the amount owed under this Agreement is entirely paid. You also agree to authorize Keystone to make debit or charge entries for the account listed in this Agreement or any subsequent account provided. This authorization will terminate automatically after the amount owed under this Agreement has been paid in full.
- A \$25 Keystone returned payment fee will be automatically deducted from the account identified in Section 3 within 20 days in each instance that your financial institution returns your payment. Keystone will reattempt to send any fees that are returned by its financial institution. Keystone may change the returned payment fee or other Tuition Payment Plan fees upon written notice to you.
- ACH payments and credit card payment dates that fall on a non-business day or federal banking holiday will be attempted on the next available business day. Keystone will specify the date each payment will occur, but the day your payment is debited to your account will be determined by your financial institution.
- Payments returned by your financial institution may be automatically reattempted depending on your financial institution's policy.
- You may revise the information provided in this agreement by contacting Keystone. You agree that by authorizing any changes Keystone may adjust the total balance due and/or your payment amounts to cover any additional services provided by Keystone or if fees are assessed under Keystone policy as a result of changes agreed to by you.

- Keystone will provide you with a copy of any adjustments made because of changes authorized by you, but is not required to send you advance notice of such adjustments, including any reduction in the balance due and/or payment as a result of financial aid, or any similar cause.
- Keystone will give you at least ten (10) days notice before the next scheduled payment for any change—other than a changed authorization—to the pre-authorized payment amount.
- The confirmation notification sent to you from Keystone will resolve any and all inconsistencies in the information you provided to Keystone.
- The sole venue for filing any action shall be the District Court of Columbia County, PA and this agreement shall be governed by the laws of the State of Pennsylvania. In addition, you acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law and you understand that your authorization for ACH transactions will remain in effect until cancelled in writing.
- Any dispute arising from this agreement shall be resolved by binding arbitration according to the terms of this agreement should either party request it. The American Arbitration Association (AAA), or other such administrator as the parties shall mutually agree to, shall administer the arbitration proceedings in accordance with AAA Commercial Arbitration Rules. Notwithstanding any conflicting choice of law provision, all disputes submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code). The AAA or other administrator shall select the location within the state of Pennsylvania for the location of the arbitration proceedings. Applicable statutes of limitations shall also apply to arbitration proceedings. Discovery activities will be expressly limited to matters directly relevant to the dispute being arbitrated. Any court having jurisdiction may enter judgment upon any award rendered in arbitration.