

REED COLLEGE
TUITION MANAGEMENT SYSTEMS (TMS) INFORMATION

Thank you for choosing Tuition Management Systems. Please read the following information, and retain for future reference.

- ◆ Tuition Management Systems does not have access to the student's account information at Reed College. When you contract to pay through TMS, they will set the plan up for any amount that you request. They will not automatically know if the student's financial aid package changes, or if there is any change to the student's billing.

- ◆ You will receive separate monthly statements from Reed College and Tuition Management Systems:
 - The statement you receive from Reed College will list tuition, fees, room and board, financial aid credits, miscellaneous charges and credits, and credit for the semester amount you have contracted to pay through TMS. Even if you have arranged to use TMS to pay all of tuition, fees, room and board, if the student incurs additional charges during the semester, you will receive a bill for those charges from Reed College. This statement will also reflect any changes to financial aid referenced above.

 - The statement from Tuition Management Systems will be for the monthly amount you have set up to pay to them.

- ◆ **If financial aid credits result in an overpayment of the student's tuition account at Reed College, the excess funds will be refunded to the student or the parent unless the form below is completed informing us that you wish to reduce your TMS payments instead. This form is not needed to reduce your TMS payments if you call the College prior to the first day of classes.**

If you have any questions regarding this information, please call the Business Office at (503) 777-7505.

If this form is not returned, the excess funds will be refunded in accordance to Federal Regulations.

Student Name: _____ Reed ID#: _____

- Reduce my account with Tuition Management Systems by the amount of the overpayment.

Signature of student _____ Date _____
(Signature required if student is receiving Federal Title IV financial aid)

Signature of parent _____ Date _____
(Signature required if parent is receiving a PLUS Loan)

Please complete this form and return it to:

Reed College Business Office
3203 SE Woodstock Blvd
Portland, OR 97202-8199
(503) 777-7505 phone
(503) 788-6687 fax