

BRYN ATHYN COLLEGE

BOOKSTORE

PAYMENT POLICIES FOR STUDENTS WITH CHARGE ACCOUNTS

Statements showing the activity on your charge accounts are mailed at the beginning of each month. You are expected to pay the *full balance due* shown on the statement *within 30 days* of the statement date.

If you cannot pay the full amount, you are expected to pay off as much as you can every month until the balance is fully paid

When paying your Bookstore bill, please make checks payable to "Academy of the New Church" and mail to:

Academy Finance Office
Attn: Accounts Receivable
PO Box #45
Bryn Athyn, PA 19009-0045

It is **NOT acceptable** to allow your balance to accumulate and pay it off in the summer. The following consequences may apply when accounts are not regularly paid off:

- You may be prevented from receiving your grades or transcripts at the end of the term;
- You may be prevented from charging anything more to your bookstore account until the account is paid (your only option will be to pay using cash or credit card);
- Long-term or repeat offenders may lose charging privileges altogether.

If you think your monthly statement is not being sent to the correct address, you may update or verify the mailing address by contacting Ellen Keal at (267) 502-2679 or ellen.keal@anc-gc.org.

Thank you for your cooperation,
The Business Office