



**John Sherman, Director**  
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## PROGRAM PAYMENT PLAN POLICY (1MARCH17)

1. Individuals approved for a payment plan must sign and agree to the terms of the payment plan letter they will receive.
2. An initial deposit (as determined by HPR) must be made in person at the Community Center for all Payment Plans.
3. Any individual applying for a Payment Plan will still be required to abide by the Department's Refund Policy.
4. Contracted Programs or Programs with a fee less than \$65 are not eligible for a payment plan.
5. In order to be eligible for a Payment Plan there must be no outstanding balance on the Household Account.
6. Your child will not be registered in the program until the registration procedure has been completed.
7. All program fees must be paid in full before the program start date regardless of registration date or when the Payment Plan request is made.
8. Failure to keep current with the agreed upon Payment Plan will result in the removal of the participant(s) from the program until the payment plan has been brought up to date. This could result in losing your spot for high demand programs.