

# TUITION PAYMENT AUTHORIZATION FORM 2020-2021



Name of Student: \_\_\_\_\_

Parent/Guardian Last Name:	First Name:	
Address:	Email Address:	
City:	State:	Zip:

Type of Authorization Form: \_\_\_\_\_ Effective Date of authorization: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 New Authorization  Change banking information  
 Change payment amount  Discontinue electronic payment  
 Other: \_\_\_\_\_

**Tuition Payment Plan:** Monthly amount of ongoing payment: \$ \_\_\_\_\_

September Tuition: Due June 10, 2020. One time transaction to hold child's slot for Fall.  
Remaining payments: October - May tuition On-going transaction due the 10th of prior month.  
Start date: 9/10/2020 to last date: 4/10/2021

Method of Payment

\_\_\_ Payment by check: IN FULL by 9/10/2020 for balance of school year October - May (8 month tuition)  
\_\_\_ payment through electronic funds transfer (section 1)  
\_\_\_ payment through pre-authorized credit card charge\* (section 2) \*rate increased by credit card processing fees per table on reverse side.

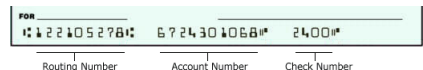
## Section 1 - Payment through electronic funds transfer (instructions on reverse side)

Please debit payment from my (check one):

- Savings Account (contact your financial institution for routing #)  
 Checking Account (staple a voided check over credit card section)

Routing Number: \_\_\_\_\_  
Valid routing # must start with 0,1,2, or 3

Account Number: \_\_\_\_\_



I authorize Incarnation Preschool and Vanco Services, LLC to process debit entries to my account.  
I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2 - Payment through pre-authorized credit card charge

(instructions on reverse side)

Please charge my payments to my (check one):  Visa  MasterCard  American Express  Discover Card

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

I authorize Incarnation Preschool and Vanco Services, LLC to charge my credit card on the 10th of each month, with the information above.

(Signature as appears on credit card): \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	DATE FORM RECEIVED:	DATE ENTERED:
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# PRESCHOOL TUITION PAYMENT INSTRUCTIONS

Please complete the form on the reverse side and return it to school with your child's enrollment forms and \$60 non-refundable registration fee. Checks or cash are accepted for this initial fee.

## Tuition Payment Plan

First payment for September tuition will be submitted for electronic processing on June 10 to continue to hold your child's slot. If preferred, submit the September payment by check prior to June 10.

On-going monthly deductions will begin on September 10 for the remaining 8 months of the school year for October through May tuition.

Financial aid applications are available upon request. Notification of aid awarded is sent in early summer and goes into effect for remaining 8 months (October through May) beginning with 2nd month tuition payment drawn on September 10. ALL families pay full rate for 1st month's (September) tuition.

## Section One - Payment through electronic funds transfer

- Check "New Authorization"
- Select Savings or Checking Account
- Include routing or account numbers (please print clearly)
- Attach a voided check if using a checking account
- Enter amount of your monthly payment (see chart below)
- Signature authorizing processing to debit entries to your account

Sign and date this form and return with your enrollment forms and the \$60 registration fee.

EFT transactions will take place on the 10th of each month:

NOTE: If your banking information changes during the school year, notify the church accountant as soon as possible to complete a new form and avoid processing fees related to rejected payments.

## Section Two- Payment through pre-authorized credit card charge\*

- Check "New Authorization"
- Select name of Credit Card
- Provide # on card, Expiration Date , Name as listed on card, and billing address (if different)
- Signature authorizing charge to your credit card on the 10th of the month with the info. listed
- \*Note: Payments through credit card will have additional processing fee added to rate

<b>Class Session</b>	<b>Tuition Rate</b>	<b>Adjusted Tuition Rate (if paid by credit card)</b>
T/TH 2 days/wk (2.5 hr)	\$140/month	\$145/month
T/TH 2 days/wk (4 hr)	\$ 215/month	\$ 220/month
M/W/F 3 days/wk (2.5 hr)	\$175/month	\$180/month
M/W/F 3 days/wk (4 hr)	\$280/month	\$285/month

## Withdrawal

If you withdraw AND notify the preschool prior to August 1st, a refund of the pre-paid September tuition payment will be processed. After August 1, the 1st month's pre-paid tuition is NOT REFUNDABLE.

If you withdraw from the preschool mid-year, one month's tuition will be collected upon the 30 day notice. Contact the preschool office to sign authorization form to discontinue electronic payments.