

TUITION PAYMENT AUTHORIZATION FORM 2022-2023



Name of Student: _____

Effective Date of authorization: ____/____/____

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

Tuition Payment Plan (choose an option):

September Tuition: Due July 17, 2022. One time transaction to hold child's slot for Fall. Remaining payments: October - May tuition. On-going transaction due the 17th of prior month. Start date: 9/17/2022 to last date: 4/17/2023

Option 1: Program Year Tuition (in full)

IN FULL by 9/17/2022 for balance of school year, October - May.

September payment (due 9/17/22) _____ Balance (October - May) _____

Option 2 - Payment through electronic funds transfer (instructions on reverse side)

Please debit payment from my checking Account (staple a voided check over credit card section)

Routing Number: _____

Valid routing # must start with 0, 1, 2, or 3

FOR	12 122 105 278	672430 1066	2400
	Routing Number	Account Number	Check Number

Account Number: _____ Monthly Rate: _____

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: _____

Option 3 - 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: _____ CW: _____

Name on Card: _____

Billing Address (if different from above): _____

I authorize Incarnation Preschool and Vanco Services, LLC to charge my credit card on the 17th of each month, with the information above.

(Signature as appears on credit card): _____ Date: _____

FOR OFFICE USE ONLY

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 July 17 to continue to hold your child's slot. If preferred, submit the September payment by check prior to July 17.

On-going monthly deductions will begin on September 17 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 17. ALL families pay full rate for 1st month's (September) tuition.

Option 2 - Payment through electronic funds transfer

- Include routing or account numbers (please print clearly)
- Attach a voided check
- 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 17th 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.

Option 3 - Payment through pre-authorized credit card charge*

- Select name of Credit Card
- Provide # on card, Expiration Date, CVV, Name as listed on card, and billing address (if different)
- Signature authorizing charge to your credit card on the 17th of the month with the info. listed
- *Note: Payments through credit card will have additional processing fee added to rate

Class Session	Tuition Rate	Adjusted Tuition Rate (if paid by credit card)
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
M/W/F - 3 days/wk (6 hr)	\$420/month	\$425/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 two week notice. Contact the preschool office to sign authorization form to discontinue electronic payments.