**TUITION PAYMENT AUTHORIZATION FORM 2024-2025**

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Monthly Rate** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Tuition Schedule**: Authorization Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Recurring Payments: August - April for (September - May tuition)
***Start date: 8/17/2024 to last date: 4/17/2024***

Recurring monthly tuition payments will be processed on the 17th for the upcoming month’s tuition.

**Tuition Payment Plan (choose an option below):**

**Option 1: Program Year Tuition (Pay in Full) Total Amount Due 8/17/24: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)*

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 3 - Payment through pre-authorized credit card charge (instructions on reverse side)**

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

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

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

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:\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY:**

 **Registration Fee Paid** - Check #: \_\_\_\_\_\_\_\_\_\_\_\_ **Tuition Payment** - Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Amount: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 **Set up recurring tuition payments in Realm**. Date: \_\_\_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_

 **Withdrew from Program** - Date: \_\_\_\_\_\_\_\_\_ **Cancelled recurring tuition payments in Realm.** Date: \_\_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_

# 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.

**Scholarships**

Scholarship applications are available upon request. Notification of scholarships awarded is sent in early summer and is in effect for the full school year.

## Tuition Payment Plan

On-going monthly deductions will begin on August 17 for the 9 months of the school year for September through May tuition.

## Option 1 – One-time Payment

* Provide a check made out to: Incarnation Lutheran Church. Indicate student’s name on the memo line and indicate that the payment is for the full program year.

## 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.

## 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 3% processing fee added to rate

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

## Class Session Tuition Rate Plus 3% Processing fee if paid via Credit Card

TTH - 2 days/wk (2.5 hr) $160/month $164.80/month

TTH - 2 days/wk (4 hr) $235/month $242.05/month

MWF - 3 days/wk (4 hr) $310/month $319.30/month

## Withdrawal

After August 17, the 1st month’s tuition is NOT REFUNDABLE.

If you withdraw from the preschool mid-year, your tuition payments will stop before the next processing date. There are no refunds for partial month attendance. Contact the preschool office to sign an authorization form to discontinue electronic payments.