



# AUTOMATIC TUITION PAYMENT AUTHORIZATION

## Preauthorized Bill Payments

Please Print with black or blue ink

- New Set-up       Change in Account number/bank       Change in existing Deduction

Family Name: \_\_\_\_\_

PERSON AUTHORIZING AUTOMATIC-DRAFT PAYMENTS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Monthly Tuition Draft Amount \$ \_\_\_\_\_

First Draft Date: June 1, 2009      Last Draft Date: May 1, 2010

Quarterly Tuition Draft Amount \$ \_\_\_\_\_

Drafts to Occur: June 1, Sept 1, Dec 1, 2009 and Mar 1, 2010

Transfer date will occur on the first business day of the month.

*NOTE: This automatic payment authorization is for TUITION ONLY. All other fees must be paid separately*

I (we) hereby authorize monthly tuition payments, as shown above, to be drafted from the account designated below. In the event that I change my banking service to a different bank or different account, I will notify the school office at least 15 days prior to the date of my next scheduled automatic payment. I understand that a bank draft carries all of the same responsibilities as a check and I agree to maintain funds available in the designated account to cover these drafts as they occur.

- Checking       Savings

Bank Transit/ABA: \_\_\_\_\_ Account #: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I understand that this authorization will be in effect until I notify the school in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I hereby authorize drafts to my account as specified above.

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

ATTACH VOIDED CHECK HERE