



# ST. CECILIA SCHOOL

## ELECTRONIC TUITION PAYMENT (AUTOMATIC WITHDRAWAL)

March 3, 2010

St. Cecilia School will be offering the opportunity to pay tuition and fees by automatic withdrawal from your checking account.

If you wish to participate in the Electronic Tuition Payment program, please fill out the attached form giving the school permission to withdraw the amount of the tuition from your checking account. If you have already enrolled in the Electronic Tuition Payment program, then there is no need to re do the forms. *Three service hours will be credited to every family using the Electronic Tuition Payment program in 2010-2011.*

The wording refers to tuition and any fees to give you the flexibility to direct us to take out other fees such as day care, family fee, service hours, and other fees.

The money will be withdrawn on the morning of the 15<sup>th</sup> of each month. When the 15<sup>th</sup> occurs on a bank holiday, such as a weekend or Presidents' Day, the money will be withdrawn from your account on the bank day before the 15<sup>th</sup>. The school will initiate withdrawal from your checking account on the morning of the workday prior to the 15<sup>th</sup> or withdrawal day. Since the school initiates the withdrawal process on the business morning prior to the withdrawal day, the 13<sup>th</sup> or earlier, please notify the business office by the 5<sup>th</sup> of the month of any changes or updates on your account.

The school initiates the withdrawal with its own software. Your account number is only on one computer in the business office. The computer is locked up when unattended.

The withdrawal goes to our bank account at Bank of America.

### Directions

1. Please fill in the enclosed permission form.
2. Please attach a **voided blank check** from your checking account.
3. Please place in the sealed envelope and return to Mrs. Warren in the Business Office.

OVER



### **WHAT IS ELECTRONIC TUITION PAYMENT?**

Electronic Tuition is making your monthly tuition payment via an automatic withdrawal from your designated checking account on or about the 15<sup>th</sup> of each month. As many of you know, it has been offered to families for several years and has proven to be a great benefit both to the school as well as families

### **WHY SHOULD I SIGN UP FOR THE ELECTRONIC TUITION PAYMENT?**

Electronic Tuition simplifies the office administration of collecting tuition and saves real dollars in administrative costs (i.e. labor, postage, etc) to the school, thereby, having an impact on controlling the costs.

### **WILL THIS PROGRAM COST ME ANYTHING?**

No, this service is provided at no extra cost to families.

### **HOW DO I SIGN UP FOR ELECTRONIC TUITION PAYMENT?**

A form is attached that enables you to enroll in the program. Or, you may stop in the school office and Mrs. Warren can provide the paperwork as well as address any additional questions/concerns you may have.

### **WHAT IF I SIGN-UP AND LATER CHANGE MY MIND?**

The preference is for anyone who signs up for Electronic Tuition to stay on the program the remainder of the school year. You are not obligated to stay beyond that length of time. Exceptions can be made during the school year as needs arise.

### **WILL I RECEIVE A MONTHLY "RECEIPT" SHOWING THE AMOUNT DEBITED TO MY BANK ACCOUNT?**

Yes, you will continue to receive a statement showing the amount paid for the month and what that payment represents. This statement will be sent home via your child's backpack.

Arlene Warren  
Business Office

## Automated Clearing House Charge Authorization

I, \_\_\_\_\_, hereby authorize St. Cecilia School, Tustin  
(Print or type your name)  
to process the following charges through my bank account via the Automated Clearing House System:

PAYMENT AMOUNT: Tuition and periodic school fees

PAYMENT DUE DATE: 15th of each month

ACCOUNT TO BE CHARGED: (please attach voided check  
from checking account.)

Your  
BANKING  
INSTITUTION

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

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

I understand that should my payment due date fall on a non-business day, my account will be charged the business day prior to the due date. This service will begin approximately thirty (30) days after the date of my signature below and requires thirty (30) days notice prior to cancellation. Attached is a voided check drawn on the account to be debited each month.

SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

