

ATTENTION PARENTS
2021-2022

RE: Direct Payment of Tuition

The direct payment method of tuition is the required method of payment at Evangelical School.

The amount of monthly tuition will automatically be transferred from your checking account. You will be able to choose from several payment options. The month's tuition may be paid/withdrawn on the 1st or 15th of the month. You may also choose to have half withdrawn on the 1st and half on the 15th of the month. Please fill out the direct payment authorization form and mail or drop off in the office by August 2nd, 2021. Without this form, you will not be able to complete the registration process. The form gives Evangelical School the authorization to debit your account electronically, per your instructions, for payment of tuition until the balance is paid in full.

Other methods of tuition payment include:

- 1) Payment in full at the beginning of the year, by check, Gradelink, or cash. There is no fee for cash or check payment. A convenience fee of 2% will be added when using Credit/Debit through Gradelink.*
- 2) Monthly payment charged to your credit card account by the same method of direct payment from your checking account. Credit card numbers will be kept secure. A service fee of 2% will be added when using this method of payment. Monthly tuition would be \$342.50/per child, with this option.*

There will be no exceptions to this policy. If you have any questions, please contact Mrs. Harris in the school office.

Authorization for Direct Payment

2021-2022

I/We authorize Evangelical School
1212 W. Homer Adams Parkway
Godfrey, IL 62035

to debit my/our account electronically for payment of tuition according to the option chosen below.

_____ 1st day of every month beginning _____ and ending _____
month month
_____ Amount
*Tuition will be deducted until balance is paid in full.

_____ 15th day of every month beginning _____ and ending _____
month month
_____ Amount
*Tuition will be deducted until balance is paid in full.

_____ 1st AND 15th of every month beginning _____ and ending _____
month month
_____ Amount
*Tuition will be deducted until balance is paid in full.

Attach Voided Check Here

_____ *Credit/Debit Card # (if using this payment method)* _____ *Expiration Date*
-Additional 2% service charge will be added-

_____ *Name as it appears on card* _____ *Security code on back of card*

_____ ***Signature to authorize electronic or charge/debit payments* _____ *Date*