

# **ATTENTION PARENTS**

## **2024-2025**

### **RE: Direct Payment of Tuition**

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

**Monthly tuition will automatically be withdrawn from your checking, savings, or credit card account. You may choose from several payment date options. The month's tuition may be withdrawn on the 1<sup>st</sup> or 15<sup>th</sup> of the month. You may also choose to have half withdrawn on the 1<sup>st</sup> and the remaining half on the 15<sup>th</sup> of the month. Please fill out the direct payment authorization form, attach a voided check, and mail or drop them off in the office by August 1st, 2024. Without this form, you will not be able to complete the registration process. The form must be submitted annually and gives Evangelical School the authorization to debit your account electronically, per your date 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.*

**There ARE no exceptions to this policy. If you have any questions, please contact the school office.**

