Authorization for Auto Withdrawal

PRESCHOOL / K-8

Student Name: _____ **Grade:** _____

IMPORTANT PAYMENT INFORMATION

- Auto withdrawal is the required method of payment if tuition is not paid in full.
- Monthly tuition may be withdrawn from a checking, savings, or credit/debit card account.
- Payments may be made on the 1st, the 15th, or split between the 1st and 15th of each month.
- This form must be submitted annually. Auto withdrawal is not available for August tuition and fees.

Form due date: August 1, 2026 **School year: 2026-2027**

I/We authorize Evangelical School to debit my/our account electronically for tuition according to the option selected below.

Select Program	Annual Tuition	Monthly	Split 1st/15th
☐ 3 Day Morning Preschool	$ 1,510.00	$ 151.00	$ 75.50
☐ 3 Day All Day Preschool	$ 3,010.00	$ 301.00	$ 150.50
☐ 5 Day All Day Preschool	$ 4,750.00	$ 475.00	$ 237.50
☐ Elementary Tuition (K-8)	$ 4, 950.00	$ 495.00	$ 247.50

PAYMENT SCHEDULE

☐ 1st day of each month beginning _____ and ending in _____ Amount: $ _____

☐ 15th day of each month beginning _____ and ending in _____ Amount: $ _____

☐ 1st and 15th day of each month beginning _____ and ending in _____ Amount: $ _____

*Tuition will be deducted until the balance is paid in full.

PAYMENT METHOD

Choose one payment method below. A 2% service charge will be added when using a credit/debit card.

☐ Credit/Debit Card Number: _____ Exp. Date: _____ Code: _____

Name on Card: _____ Billing ZIP: _____ Email: _____

☐ Voided check attached ☐ Bank account/routing information attached

RIGHT TO WITHDRAWAL FOR UNPAID BALANCES: In the event that any portion of the student's account balance becomes past due, I expressly authorize Evangelical School to withdrawal the full amount of the unpaid balance, including late fees, from the account listed above without further notice.

DISHONORED PAYMENTS: If a withdrawal is returned for non-sufficient funds (NSF) or any other reason, I understand that the school may attempt the transaction again and may charge a return fee of $4.50.

OTHER PAYMENT OPTIONS

- Payment may be made in full at the beginning of the year by check, Gradelink, or cash.
- There is no fee for check payments.
- A 2% convenience fee will be added for credit/debit payments through Gradelink.

COLLECTION OF UNPAID BALANCES: If a student withdraws from Evangelical School or is no longer enrolled, any remaining balance on the student's account is due in full. If the balance remains unpaid, the account may be referred to a collection agency, and the party responsible may be responsible for any related collection costs, as permitted by law.

AUTHORIZATION

Signature to authorize electronic or charge/debit payments: _____ Date: _____ TOTAL ACH _____

Questions? Please contact the school office.