

## AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWAL

Parents have the option of paying for the tuition in full by July 30<sup>th</sup>, or pay monthly via automatic checking account withdrawals from their account. It provides an accurate and an efficient method to track your tuition payments. We will not be collecting checks for tuition. All fees, including Hifz will be automatically deducted.

The following are NOT going to be deducted from your accounts and direct payments will need to be made:

- Cafeteria related
- Parent Connection (PTA) related
- Any applicable fees for the New Year: Registration, Application, Textbook, Planner

In order to enroll in automatic withdrawal, parents, of returning students and new students alike, need to fill out the enclosed form, attach a voided check and return to the school along with the Tuition Payment Preference Form. The first payment will be drawn on August 1st. Consecutive withdrawals will fall on the 1st of each month. **If the 1st falls on a weekend, it will be withdrawn on the Friday prior (29<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup>)**

Non-sufficient funds at the time of withdrawal will result in a \$30 charge.

### Benefits to Parents

- Tuition payments automatically withdrawn every month so that there are no late fees due to late payments
- Eliminates the need to mail or stop by the school to make a payment

If you have any questions, feel free to contact Sr. Claudia Carballo at 597-0102 ext. 105, Monday - Friday from 8:00 am to 3:30pm.

Universal School Board