



ST. JOSEPH SCHOOL
Living THE Truth IN Love

For Office Use Only
Family Name: _____
Terms: _____
Monthly Payment: _____

St Joseph Preschool Tuition Payment Options 2018-2019

For appropriate cash flow to operate our school, we use **Direct Bank Withdrawal**. Withdrawals occur on the 5th or 20th of each month **ONLY**. Other options are **Pre-payment in Full due July 27, 2018** or **Two Payments per school year**; the first payment is due July 27, 2018 and the final payment due November 26, 2018. **These are the ONLY OPTIONS available. Any other requested forms of payment must be approved by the School Tuition Committee.**

Please complete the following information indicating your choice of payment, sign and return this form with your school registration forms on registration day, **Friday, January 19th**.

Choose one method of payment for the 2018-2019 school year

- _____ Payment in Full paid between July 1 and July 27, 2018
- _____ Two Payments per School Year, one due July 27, 2018 and one due November 26, 2018.
- _____ Direct Withdrawal Authorization for **10** Monthly payments, July 2018 thru April 2019

AUTHORIZATION AGREEMENT FOR AUTOMATIC WITHDRAWALS (ACH DEBITS)

Withdraw from my account on the 5th _____ Withdraw from my account on the 20th _____

This authority is to remain in full force and effect for tuition payments for 2018/19 school year or until St. Joseph has received written notification of its termination at least 5 days prior to a scheduled payment date.

Signature/Date Authorizing Withdrawal: _____

(Complete bank account information below only if you have changed bank accounts since May of 2017. New families must provide complete bank account information.)

COMPANY NAME: St. Joseph Church/Preschool COMPANY ID NUMBER: 43-0662503

I/we hereby authorize St. Joseph Church/Preschool to initiate debit entries and to initiate, if necessary, adjustments for any entries made in error to the account indicated below.

MY BANK NAME _____ MY BANK ROUTING NO. _____

MY BANK ACCOUNT NO. _____ Select one: Checking Acct _____ Savings Acct _____

Parent/Guardian Name (please print): _____

Child's Last Name: _____ Number of Children Attending: _____

This Form is part of the registration process & must be received before School Registration is considered complete.

School Handbook Tuition Delinquency Policy

School families whose tuition payments are delinquent and who have not made suitable arrangements with the Pastor will be informed that their child(ren) will not be re-admitted to school. Tuition of families paying annually is due July 27th. Tuition of families paying semi-annually is due July 27th and November 26th. Schedule for non-admittance when tuition is delinquent:

- **The First Day of School--Child(ren) will not be admitted to school unless the July and August payments have been made.**
- **November 1st – Child(ren) will not be admitted to school unless the September and October payments have been made.**
- **January 1st – Child(ren) will not be admitted to school unless the November and December payments have been made.**
- **March 1st – (Child(ren) will not be admitted to school unless the January and February payments have been made.**

Registration materials for the following year will not be accepted for families with delinquent accounts. Registrations will be accepted after accounts become current provided there are still openings in the grades for which these families are registering their children.

End of School--Child(ren) will not be permitted to participate in graduation nor receive any report card nor transfer of records unless payment has been made in full.