



Tuition Express - Automated Payment Processing Registration

CHILDS NAME: _____

ONE TIME CHARGE

ELECTRONIC FUND TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** AUTHORIZATION

I hereby authorize **THE PREP SCHOOL** to initiate debit entries to my Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, we are required to give 30 days written notice. **Credit Union Members:** Contact your Credit Union to verify account and routing numbers for automatic payments.

Check one of the following: CHECKING ACCOUNT SAVINGS ACCOUNT

Your Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Routing Number _____ Account Number _____

Signature _____ Printed Name _____ Date _____

ELECTRONIC FUND TRANSFER AUTHORIZATION FOR **CREDIT/DEBIT CARD** AUTHORIZATION

I hereby authorize **THE PREP SCHOOL** to initiate recurring credit card charges to the below referenced credit card account. To properly affect the cancellation of this agreement, we are required to give 30 days written notice. A 3% fee is added to all transactions paid by a debit and credit card.

Check one of the following accounts: CREDIT CARD-VISA/MC ONLY -Amex / Discover not accepted DEBIT CARD

Cardholder Name _____ Child/Children Name(s)- include last name if different _____ Phone Number _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____ CVV Code _____

Cardholder Signature _____ Date _____

If you choose to opt-out of Tuition Express and would like to pay your monthly bill by **CASH or **CHECK**, select of one the following options:** CASH CHECK

TERMS OF AGREEMENT

Tuition Check Handling Fees: Tuition Checks have a \$5 processing fee charged to your account per transaction/billing cycle.

Charges for uniforms, nap mats, breakfast, summer fees, registration fees and any other school related charges will be added to your monthly bill, unless it is paid upfront during time of purchase.

If a 30 day withdrawal written and signed notice (signed by both parent and The PREP School management) is not given to The PREP School for withdrawal, the 30 day tuition amount will be charged to your credit card/debit card/checking account. Tuition will be processed on the last business day of each month. If the last business day of the month falls on a holiday, weekend or a PREP holiday, tuition will be processed the business day before.

You are responsible to notify The PREP School of expiring credit cards/debit cards or closing of checking/savings accounts. It is your responsibility to provide replacement information to avoid chargeback or NSF check fees. Any chargeback or NSF checks will receive the \$25 chargeback/NSF fee plus \$20 daily late fees after the 1st of the month.

I agree to the terms of this agreement and will abide by all policies and consent to the charges on my bank account or credit/debit card for the stipulated terms.

Signature _____ Printed Name _____ Date _____

Note: You can create an online account at tuitionexpress.com to print out receipts for your payments.

THIS PREP SCHOOL IS INDEPENDENTLY OWNED AND OPERATED BY The PREP School of South Meadows, LLC

Office Use: Information Entered in Procure Billing set up (Place in file) Initials/Date: _____