


# Springfield Christian Preschool Tuition Payment Method Selection

SCP Student (s) Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

I elect to pay my child's tuition via automatic bank withdrawal through SCP (\* **You must complete authorization form below** ↓).

**SCP ACH option:** More than 90% of SCP families select this option; No processing fees added; SCP does the work for you.

I elect to pay my child's tuition via the  **brightwheel** app and I understand *there will be processing fees incurred* and that *weekly autopay will be required* (Please set up your payment method in the app or website; you do NOT need to complete the bottom portion of this form).

**Brightwheel option:** Can use a credit card or bank account; Processing fees added; All families are **required to set up autopay** whereby the weekly payment can be made on a day of your choosing each week but the card or bank account on file will **automatically be charged** with whatever balance is on the account when the invoice is **due each Friday**. You can also choose to enter a payment of a larger amount at the start of the month.

Please note that SCP does **not** accept cash or checks for tuition payments. Cash or check may be accepted for certain fees and incidentals.

## SCP Automatic Bank Withdrawal via ACH Authorization Form

**ONLY** Complete this section if you would like tuition payments to be withdrawn directly from your bank account by SCP (not Brightwheel)

### Account Holder Information

Account Holder's Name \_\_\_\_\_ Account Holder's Phone Number \_\_\_\_\_

Account Holder's Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Account Holder's Bank Information

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nine (9) Digit Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_ Checking Savings

### Transaction Information

Services Rendered: Early Childhood Care & Education

The rates provided to me by Springfield Christian Preschool at the time of enrollment may be deducted from my bank account on the schedule selected below. I understand that the effective date will be my child's first week of attendance (if I select the monthly withdrawal, my child's pro-rated monthly amount will be withdrawn on their first week of attendance and the full monthly amounts will be withdrawn on the first business day of the month thereafter). I understand that these rates will likely change each school year and that Springfield Christian Preschool will automatically modify my withdrawal amounts based on my child's enrollment (all families are notified of rate changes in advance).

**Weekly tuition amount withdrawn every Monday** -Weekly ACH batches are sent to the bank each Friday morning for processing but the effective date and actual withdrawal will always be the following Monday (or Tuesday if Monday is a bank holiday).

**Monthly tuition amount withdrawn on the first business day of the month** -Tuition is charged weekly but may be paid once per month in advance, not retroactively. Monthly tuition amounts are based on the number of weekly invoices that will be sent in a given month (i.e. weekly tuition rate times 4 or 5 depending on the number of weekly invoices sent in each particular month)

### Authorization

In exchange for enrollment in their early childhood care and education program the undersigned hereby authorizes Christian Day Care Center DBA Springfield Christian Preschool to electronically draft via the Automated Clearing House (ACH) system the amount indicated above from the account identified above with an awareness that this amount will automatically change when and if the tuition rates change (the undersigned will be notified of this rate change in advance). This authority will continue until withdrawn in writing by the undersigned account holder or until I withdrawal my child's enrollment and my account balance has been paid. I acknowledge that I am subject to a \$25 late fee if items are returned for insufficient funds. Springfield Christian Preschool is not responsible for bank overdraft fees.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Account Holder Printed Name

\_\_\_\_\_  
Date

### Business Authorized to Debit Account

Christian Day Care Center DBA Springfield Christian Preschool

400 North Bruns Lane, Springfield, IL 62702

217-787-7673