



TUITION PAYMENT AGREEMENT 2024-2025

Payment Amount and Schedule

PRESCHOOL

ELEMENTARY

Monthly tuition is due and payable on or before the 1st day of school in August/September and on the 1st day of each month thereafter, through May.

An account will be considered delinquent if not paid by the 5th of the month that payment is due. A late fee of \$15 will be assessed to each account that is delinquent. In addition, continued attendance at the school may be affected – see the FLS Parent/Student Handbook for details.

Student 1 Tuition \$ _____ Student Name _____

Student 2 Tuition \$ _____ Student Name _____

Student 3 Tuition \$ _____ Student Name _____

Annual Tuition Total: \$ _____

Monthly Tuition Payment Total: \$ _____

A monthly invoice will be provided for tuition and additional fees for child care, field trips, shirts, etc. that have been charged to a student’s account. The lack of an invoice does not relieve the responsibility to pay the listed monthly tuition on the due date.

Payment Options and Fees

Monthly payments may be by the following means.

- **Cash** should be paid directly to the office manager in the school office. A receipt will be provided acknowledging that payment has been made.
- **Checks** can be paid in the School/Preschool office. If a payment is returned for any reason, a \$15 returned payment fee will be charged to the student’s account. A returned payment fee will be assessed for each payment attempt that is returned.
- **Credit Cards** may be made personally in the school office or can be set up on a recurring basis by providing credit card information in the Payment Authorization section below. Please note that FLS incurs additional expenses when credit cards are used.
- **School Initiated ACH** will be made automatically by the school office on a recurring basis by providing banking information in the Payment Authorization section below. There is no additional fee for this service. An invoice of all charges will be provided.

Please indicate desired Payment Method:

Payroll Deduction (Staff Only)

School Initiated ACH

Check/Money Order

Credit Card

Cash


If you have selected to pay by cash, check or Money Order, please sign backside and return to the School Office.

If you have selected to pay by ACH or by Credit card, please fill out the forms below, sign and return this form to the school office.

ACH or Credit Card Payment Authorization

Please fill out the following if you desire to authorize tuition payments by either ACH or Credit Card.

I (we) hereby authorize Faith Lutheran School (FLS), to debit entries to my (our) account shown below and the Financial Institution named below, hereinafter called FINANCIAL INSTITUTION, to debit same to such account. I (we) acknowledge the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

Checking/ Savings Account	Credit Card
<input type="checkbox"/> Checking <input type="checkbox"/> Savings Name on Acct _____ Bank Name _____ Account Number _____ Bank Routing # _____ Bank City/State _____ <div style="text-align: center; margin-top: 10px;">  </div>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover Cardholder Name _____ Account Number _____ Exp. Date _____ CVV (3 digit number on back of card) _____ Zip Code _____

IF SELECTING A CHECKING ACCOUNT, PLEASE ATTACH A VOIDED CHECK TO THIS FORM

Each of the undersigned Responsible Party(ies) agree(s) and acknowledges that, as a condition of enrollment of the student(s) listed below with Faith Lutheran School for the **2024-2025** school year, he/she agrees to be, and is, liable for the full amount of tuition, enrollment, and other fees and expenses of said student(s) for this school year, and further that **this obligation is a joint and several obligation**, so that each of the undersigned is liable to FLS for the full amount of fees and expenses. The undersigned also acknowledges that any unpaid account may be turned over for collection after sixty (60) calendar days following the last day the student has attended FLS.

This authority is to remain in full force and effect from or until FLS has received written notification from me (or either of us) of its termination in such time and manner as to afford FLS and FINANCIAL INSTITUTION a reasonable opportunity to act on it. I further authorize FLS to use ACH transaction to collect any unpaid balance upon my withdrawal from the school.

Print Responsible Party Names (Please Print)

Responsible Party (Signature)

Date

Responsible Party (Signature)

Date