



**Annunciation Catholic School**  
www.school.annunciationbvmparish.org

*Mr. Tony Ertel,  
Principal*

*Fr. Todd Grogan,  
Pastor*

*Dr. Sandra Chakeres,  
Director of Faith Formation*

## **2019-20 ACH Transfer Authorization Form**

Dear Annunciation Parent,

All families paying tuition out of pocket (NOT receiving the state-issued EdChoice Scholarship) are required to set up an automatic payment arrangement. There is no fee incurred by your family for this.

Funds will be drafted from the bank account you provide in the form of ACH transfers. Tuition payments are due on the 15th of each month so funds will be transferred on or shortly after the 15th of each month (see attached form with exact withdraw dates). If your family is unable to make the payment on the assigned date, you must notify the Accounts Manager, Kelsey Schneider, prior to the start of each month. Failure to do so may result in an attempt to transfer funds.

Please fill out and return this form/letter to the school office no later than August 9, 2019.

Thank you!

-Administration

Child(ren)'s Name \_\_\_\_\_

Name on Account \_\_\_\_\_

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

By signing this, I give permission to Annunciation Church and School to withdraw the planned upon monthly tuition amount of \$\_\_\_\_\_ from the account listed above. I understand that:

- If the funds are not available and I do not notify the accounts manager prior to the deadline stated above, an attempt will be made to transfer the funds.
- I am responsible for any fees incurred by my bank as well as any fees incurred to Annunciation Church and School for failure to make the agreed upon payment.
- If there is a failed transfer, I am responsible for getting the tuition payment to the school within 30 days or I will incur a late fee of \$30 and my child may be excluded from school.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_



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## **2019-20 Payment Schedule**

Please keep this reminder because you have indicated on your 2019-2020 Tuition Agreement that your family will be making payments in installments.

The first tuition payment for the 2019-2020 school year is due to the business office by August 15<sup>th</sup>. This payment must be made in order for your student(s) to attend on the 1<sup>st</sup> day of school.

Tuition for the 2019-2020 school year is:

Preschool:	\$5,250/year or \$525/month (full time)
	\$3,150/year or \$315/month (part time)
Grades K-8:	\$4,650/year or \$465/month

### **IMPORTANT!**

**All families paying tuition out of pocket will be required to set up an automatic payment arrangement.**

There is no fee incurred on the family for this.

Funds will be drafted from bank accounts in the form of ACH transfers.

The payment dates for 2019-20 are as follows:

August 15	January 15
September 16	February 17
October 15	March 16
November 15	April 15
December 16	May 15

Please fill out the ACH Transfer Authorization Form and return to the school office no later than August 9, 2018.

All information will be kept in the strictest of confidentiality and destroyed each school year once the last payment has been transferred. Information collected will only be used for the purpose of collecting tuition and will not be used for any other purpose.