



Lake Mary Preparatory School

2016-2017 Payment Authorization

Payment Method: Electronic Check is the preferred payment method. By selecting this payment method below, you authorize **Lake Mary Preparatory School** to charge the given account for the **balance of statement to include tuition and ancillary fees**, due on the dates indicated for the payment option you selected and your statement due date. Please provide the associated Bank Account information and your account will be charged on your due dates automatically. ****Payment by check must be received in the business office on or before the 1st of each month to avoid being charged late fees.**

Student ID: _____ **Guardian ID:** _____ **Student Name:** _____

<input type="checkbox"/>	Electronic Check/Debit	*Please attach a voided check*	Savings <input type="checkbox"/>	Account No: _____
			Checking <input type="checkbox"/>	ABA Routing Number: _____
				Financial Institution Name: _____
				Financial Institution Address: _____

Electronic Check Payment Terms & Conditions

If selecting the Electronic Check payment option, Parents agree to the following additional terms and conditions:

- (i) Automatic Electronic Withdrawal (Electronic Check) Sign-Up
 - a. Parents understand that the bank account designated on this payment authorization form will be charged automatically only if Parents have selected the monthly payment option.
 - b. Parents understand that they must contact the School business office no less than 14 days prior to a scheduled payment to make a change to the account designated or otherwise cancel the charge.
 - c. In accordance with the Tuition Schedule, Parents authorize the School to debit the bank account designated on this payment authorization form no later than 10 days following the payment due date(s).
- (ii) Update Bank Information
 - a. Parents understand that if there is a change to their bank account, Parents must submit a new Electronic Check request to the business office no later than 14 days in advance of a scheduled payment.
 - b. Parents understand that the School may receive updated account information directly from the financial institution.
- (iii) Billing Errors
 - a. Parents understand and agree that the School is not liable for erroneous bill statements or incorrect debits/charges.
 - b. If a billing error occurs, the School is responsible for correcting, if and when, Parents notify the School of the error.
- (iv) Returned Payments
 - a. Parents understand that if their payment is rejected, refused, returned, disputed, or reversed by their financial institution for any reason, the School has the right to charge a returned item fee and to cancel Parents' account from the Electronic Check payment option.
 - b. The School and participating financial institutions reserve the right to terminate Parents' participation in this payment option at any time, as authorized by applicable law.
- (v) Fees
 - a. Parents understand that the School does not impose a fee for participating in the Electronic Check payment method.
 - b. Parents understand that they should verify with their financial institution to determine if additional charges apply.

Signature: _____

Date: _____

* For Office Use Only*	
Received: ____/____/____	Notes/Comments: _____