

AUTOMATIC BANK DRAFT AUTHORIZATION

All individuals choosing Option 3 for tuition payments must participate in the bank draft plan. On or about the 5th of the month, your authorized checking/savings account will be drafted for the contracted tuition amount. This amount will be shown as a debit on your monthly bank statement. Withdrawals will begin April, 2011 and continue through March, 2012 or as contracted after April 1, 2011. As stated in the school contract, you are responsible for all charges incurred for the set up and distribution of the monthly draft, including, but not limited to, charges for returned items. Please remember, this is our fee and does not include any fees issued by your bank for set up or returned items. The school must be notified, immediately, of any changes or closure to the authorized account. Please maintain this portion of the authorization for your records and return the completed bottom portion with a voided check from your account, along with the \$5.00 set up fee. Please note: a separate draft must be sent per contract; therefore, if you have more than one child, you must complete separate authorization forms. In this case, one voided check is required and the total of the set up fees may be paid in one payment.

Bank Draft Fees for 2011-12

Set up fee per account \$ 5.00 Return item fee current bank charge

f _____

I authorize St. Luke’s Episcopal Day School to initiate a debit entry against my checking/savings account in payment of my monthly tuition fees. This authority will remain in effect through March, 2012, or until which time I notify St. Luke’s Episcopal Day School in writing to cancel it in such time as to afford St. Luke’s a reasonable opportunity to act on it.

Responsible Party’s Signature

Date

Responsible Party’s Name (Please Print)

Student’s Name

Name of Financial Institution

Location (City & State)

Financial Institution Routing Number

Checking Account Number

Return this completed portion with a voided check from your account and the \$5.00 fee.