Our Lady of Perpetual Help School
Tuition Payments
Made Easy…

All families to OLPH must pay Tuition by Automatic Payment

Automatic Payment is an easy way to pay your tuition each month. By signing up for Automatic Payment you will:

- Free yourself of monthly check writing.
- Have a record of tuition payments on your bank statement.
- Have your tuition payments posted on time and avoid late fees.

To enroll in Automatic Payment, fill out the information below and return to the School office.

Yes, please put my tuition on Automatic Payment:

Students Last Name: _____ **First Name:** _____

Full Name on Bank Account: _____

Contact Information: Phone (_____)_____-_____E-mail _____

Account to be charged (Mark one with an X): **Checking ☐** **Savings ☐**

Account Number: _____ **Routing Number:** _____

Payment Plan:

10 monthly payments:

Per month: $_____ **<or>**

Two Installments:

1st Payment (50% of Monthly Tuition) $_____

2nd Payment (50% of Monthly Tuition) $_____

In order to initiate your Automatic Payment, please attach a voided check from the checking account to be debited or for a debit on your savings account, provide a record from your bank with your account and routing numbers listed.

I authorize Our Lady of Perpetual Help School to charge my tuition payment to my bank account number shown above. For the "Full Tuition" payment plan, I understand that the funds will be withdrawn on the tenth business day of each month. For the "Two Installment" payment plan, I understand that funds will be withdrawn on the fifth and the twentieth day of each month. I understand this agreement will begin in the month of September and continuing through May (June for 11 month contracts; July for 12 month contracts). I also understand that it is my responsibility to have sufficient funds in the account at that time.

I understand that if my total payment amount changes due to credits or debits, I will receive notice from Our Lady of Perpetual Help School and they will withdraw the new amount on the effective date of such change unless instructed by me.

This authority will remain in effect until I instruct Our Lady of Perpetual Help School to cancel or change it. Future authorizations must be in writing and must be received by Our Lady of Perpetual Help School 15 days prior to the 1st day of the effective month. I also understand that if my payment is returned for "Non-Sufficient Funds" Our Lady of Perpetual Help School will discontinue this service and the contractual fee of $25 will be charged. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature _____ Date _____