



## St. Mary's Episcopal School Authorization for Electronic Transfer via Automated Clearing House (ACH)

Please complete a separate form for each program  
(tuition and/or BTC).

Name: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Student(s): \_\_\_\_\_

I hereby authorize St. Mary's Episcopal School to charge/draft my checking or savings account from the financial institution listed below. I agree that if any charge is dishonored, whether intentionally or inadvertently, St. Mary's Episcopal School shall be under no liability whatsoever. Bank fees resulting from insufficient funds or withdrawal of authorization for charge will be the sole responsibility of individual. Late fees charged by the school will apply as well.

Tuition will be drafted July through March, or 9 consecutive months upon enrollment.  
BTC tuition will be drafted September through May, or 9 consecutive months upon enrollment.

All tuition balances must be paid in full by May 2014. If you enroll in ACH after July 1, 2013, it is your responsibility to catch up any outstanding balance.

1) Your account will be drafted each month on or about the date selected either the 4<sup>th</sup>\_\_\_\_\_ or the 20<sup>th</sup>\_\_\_\_\_ each month. Monthly draft is \$\_\_\_\_\_ effective for the nine consecutive months beginning July or upon enrollment of ACH. (choose one date)

**OR**

2) Your account will be drafted both days on the 4<sup>th</sup> and 20<sup>th</sup> of each month for ½ of the tuition. Bi-monthly draft is \$\_\_\_\_\_ on the 4<sup>th</sup> and \$\_\_\_\_\_ on the 20<sup>th</sup> effective for the nine consecutive months beginning July or upon enrollment of ACH.

Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Type of Account: \_\_\_\_\_

\_\_\_\_\_ Routing #: \_\_\_\_\_

**PLEASE ATTACH VOIDED CHECK**

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

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