

GSDS PAYMENT OPTIONS

2021-2022

Included in our enrollment packet is the schedule of fees for the 2021-2022 school year. The Day School bills monthly, one month in advance, from August through April with payments being due on the 20th of each month. Families are billed for nine months, four months for the first semester and five months for the second semester. We offer discount payment options as well. If you pay in full for the year, you will receive a 3% discount. If you pay by semester, you will receive a 1.5% discount.

You may pay by **check** (\$5 processing fee per month) or through our **ACH** automatic withdrawal program. We also offer and encourage parents to pay with a **credit or debit card**. A processing fee of 2% will be accessed per credit/debit card transaction. If you choose to pay through ACH or with a credit or debit card this year, whether you pay monthly, semesterly, or annually, an authorization form for Procure must be completed. Please see attached Tuition Express Parent Authorization Form.

Using our childcare management system, Procure, you will be able to log into the Tuition Express website (more information to come later) to pay online and access your monthly statements along with other information and the ability to change contact information.

Please complete below form and return or email back.

Family Name: _____

_____ Pay **monthly** through **ACH*** (auto withdrawal)

_____ Pay **monthly** with **credit/debit card*** (2% processing fee)

_____ Pay **monthly** by **check** (with \$5.00 processing fee)

_____ Pay in by **semester** in **2 installments** (August and January) with a 1.5% discount

_____ I would like my semester payments to be deducted through ACH.

_____ I would like my semester payments charged on my debit/credit card (2% processing fee).

_____ I will be paying my semester payments with a check (no processing fee).

_____ Pay in **full** (August) with a 3% discount

_____ I would like my annual payment to be deducted through ACH.

_____ I would like my semester payments charged on my debit/credit card (2% processing fee).

_____ I will be paying my semester payments with a check (no processing fee).

****If you have chosen to pay though ACH or with a credit/ debit card, please complete the attached Procure Tuition Express authorization document and submit with this form and your contract.***



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature

