

GSDS PAYMENT OPTIONS

2024-2025

Included in our enrollment packet is the schedule of fees for the 2024-2025 school year. Families are billed for nine months (four months for the first semester and five months for the second semester). You can pay monthly, semesterly, or annually. If you choose to pay monthly, you will pay one month in advance (from August through April) with payments being due on the 20th of each month. 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 utilizing our **ACH** automatic withdrawal program (no processing fee) by **check** (\$5 processing fee per month). We also offer parents the ability to pay with a **credit/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 complete the 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 with other application forms.

Family Name: _____

_____ Pay **monthly** through **ACH*** (*auto withdrawal – no processing fee*)

_____ Pay **monthly** with **credit/debit card*** (*Mastercard/Visa only - 2% processing fee on all transactions*)

_____ Pay **monthly** by **check/cash** (*\$5.00 processing fee per month if paying by check*)

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

_____ I would like my semester payments to be deducted through ACH (no processing fee).

_____ 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/cash (no processing fee).

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

_____ I would like my annual payment to be deducted through ACH (no processing fee).

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

_____ I will be paying my annual payment with a check/cash (no processing fee).

_____ **Initial here if you'd like to continue using your account information we already have on file.**

This is for currently enrolled families only. By initialing, you do not have to complete the TE form (on back).

**If you have chosen to pay through ACH or with a credit/ debit card, please complete the Procure Tuition Express authorization document (on back) and submit with this form with your application forms.*



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) Good Shepherd Day School 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) *Mastercard or Visa only (No AMEX)

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

