



# Paradise Valley United Methodist Church Preschool

4455 East Lincoln Drive · Paradise Valley, AZ 85253  
602.840.8265 · pvumcpreschool.org



## Payment Choice

Paradise Valley United Methodist Church Preschool ("PVUMC Preschool") is pleased to offer a variety of payment options for our families which include electronic funds transfer ("ACH") and credit/debit card payment choices. With the completion of this form, you will let PVUMC Preschool know of your choices of frequency and type of payment for the school year. Please complete this Payment Choice form and return it to PVUMC Preschool's office. If circumstances change for your family, simply complete a new form and initial the "Updated" Payment Choice.

For further explanation of these payment choices, see PVUMC Preschool's *Financial Policies*.

FAMILY INFORMATION	
Date: _____	Payment Choice: New _____ Updated _____
Child/Children's Name(s): _____	Classroom(s) _____
Parent(s) Name: _____	

**FOR FAMILIES WHO HAVE ALREADY SUBMITTED FINANCIAL PAPERWORK:**

If your billing preferences have not changed, please write "same" on the appropriate box on the other side of the form. Please sign and date the form as well.

### TUITION PAYMENT FREQUENCY

Please initial your tuition payment plan choice below:

Annual _____	Semester _____	Monthly _____
(due or charged Sept. 10th)	(due or charged Sept. 10 <sup>th</sup> & Jan. 10th)	(due or charged Sept. 10 <sup>th</sup> –April 10th)

### PAYMENT METHOD

\*By the third business day of each month you will receive an invoice via email with the current tuition due (in accordance with your tuition payment frequency choice) and fees from the previous month for Lunch/ Play Bunch, Mom's Morning Out and Early Morning Drop Off. Tuition and other fees remain due whether an invoice is received. The tuition and other fees will be automatically deducted or charged on the 10th of the month (September-May). Fees incurred during the month of May will be deducted or charged on June 1

Please choose one of the following methods for paying tuition and other fees. **We do not accept cash or checks.**

- ACH – Complete the backside of this form with your bank account information and payments will be automatically deducted from your checking account. No convenience fee will be charged.
- Credit/Debit Card – Complete the backside of this form with your credit card or debit card information and your card will be automatically charged each month. **A nonrefundable annual fee of 4% of annual tuition, per child, will be charged to help offset processing fees.** The convenience fee will appear on the September billing statement. The fee will be prorated for mid-year enrollments.

**\*For Mom's Morning Out Participants ONLY:** Given there is no annual tuition for this program, we will charge a one time flat fee of \$100.



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## COMPLETE BANKING OR CREDIT/DEBIT CARD SECTION ONLY IF YOU ELECT AUTOMATIC PAYMENTS

BANKING INFORMATION	
Financial Institution:	
Bank Name:	_____
Routing/Transit No.:	_____
Account Number:	_____
Account holder's name:	_____
Account holder's phone:	_____

CREDIT/DEBIT CARD INFORMATION			
Name on Card:	_____	Card holder's phone:	_____
Billing Address: _____			
Billing City/State/ Zip Code: _____			
Card Number:	_____	Expiration Date:	____/____
3 Digit Security Code: _____			

I authorize PVUMC Preschool to either: (a) withdraw funds from my bank or credit union account or (b) initiate credit/debit card charges to the above referenced card, in the amount of my total monthly charges (to include tuition and other PVUMC Preschool-related fees, such as Lunch/Play Bunch, Mom's Morning Out, and Early Morning Drop Off, that are due and payable). This withdrawal or charge, as applicable, will be processed on the 10th day of every month. If the 10<sup>th</sup> day of the month falls on a weekend or holiday, the withdrawal or charge, as applicable, will be processed on the next business day following the 10th day of the month. Fees incurred during the month of May, however, will be deducted or charged on June 1. This authorization will remain in effect as long as my child or children are attending PVUMC Preschool. If at any time I decide to stop or suspend this payment service, I will complete a new Payment Choice form with an updated payment choice and return it to PVUMC Preschool at least seven business days in advance of a scheduled payment date.

I understand that if my automatic draft is returned for any reason, I will be charged a late fee, if applicable, in accordance with the financial policies of PVUMC Preschool. In addition, I will be responsible for making other arrangements for payment as soon as possible.

I understand that if my credit/debit card is not accepted, I will be charged a late fee, if applicable, in accordance with the financial policies of PVUMC Preschool. In addition, I will be responsible for making other arrangements for payment as soon as possible.

My signature below indicates that I have verified and confirmed that all the information provided above is correct.

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