



**Paradise Valley United Methodist Church Preschool
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”), debit card and credit 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: _____	Phone: _____	Email Address: _____	
Address: _____	City: _____	State: _____	Zip Code: _____

TUITION PAYMENT FREQUENCY

Please initial your tuition payment plan choice below:

_____ Annual (due or charged 9/10)
 _____ Semester (due or charged 9/10 and 1/10)
 _____ Monthly (due or charged 9/10-4/10)

PAYMENT METHOD

Please choose **one** of the following methods for paying tuition and other fees (to include Lunch/Play Bunch, Mom’s Morning Out, and Early Morning Drop Off charges):

Automatic

*By the third business day of each month you will receive an invoice by email with the current month’s tuition due (in accordance with your tuition payment frequency choice) and the past month’s fees for Lunch/ Play Bunch, Mom’s Morning Out and Early Morning Drop Off. 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 indicate which automatic method you want to use:

- ACH – Complete the backside of this form with your bank account information and a voided check and payments will be automatically deducted from your checking account. No convenience fee will be charged.
- Credit Card/ 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 \$100 annual convenience fee per family will be charged to help offset processing fees. The \$100 fee will appear on the September billing statement.

Manual

*By the third business day of each month you will receive an invoice by email with the current month’s tuition due (in accordance with your tuition payment frequency choice) and the past month’s fees for Lunch/ Play Bunch, Mom’s Morning Out and Early Morning Drop Off. You will need to pay this balance manually by the 10th of the month (September-May). Fees incurred during the month of May will be due by June 1.

Please indicate which manual method you want to use:

- Online – Pay online through Tuition Express each month with your credit card or debit card or with a check. A \$13 convenience fee will be charged per credit card or debit card transaction. No convenience fee will be charged for an ACH deduction. The \$13 fee will appear on the following month’s billing statement.
- In Person – Pay with a check in person. No convenience fee will be charged.

*Tuition and other fees remain due whether or not an invoice is received. The total due will also be available on Tuition Express.



COMPLETE THIS PAGE ONLY IF YOU ELECT AUTOMATIC PAYMENTS

BANKING INFORMATION

Financial Institution:

Bank Name: _____

Bank Address: _____

Bank City/State/ Zip Code: _____

Routing/Transit No.: _____

Account Number: _____

FOR ACH WITHDRAWAL, A VOIDED CHECK MUST BE SUBMITTED ALONG WITH THIS FORM.

CREDIT CARD/DEBIT CARD INFORMATION

Name on Card: _____

Circle One: Visa MasterCard Discover American Express

Expiration Date: _____

Card Number: _____

Security Code: _____

I authorize PVUMC Preschool to either: (a) withdraw funds from my bank or credit union account or (b) initiate recurring credit or 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 10th 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 due to insufficient funds, a closed account or for any other reason, I will be charged both a service fee and a late fee 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 card or debit card is not accepted, I will be charged a late fee 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: _____