

To: Tuition Management Division of C&E Lockbox Services

I/We are aware that the above company will be processing tuition payments for Saint Francis of Assisi School. Please complete the application, select the method of payment and sign where indicated.

Individual responsible for tuition payments : _____

Address: _____ Apartment Number _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____ Email Address _____

Child's Name	Grade in September	Child's Name	Grade in September
1 _____	_____	3 _____	_____
2 _____	_____	4 _____	_____

Please select method of payment:

1. **Coupon Book** _____ You will receive a 10-Coupon book in the mail for your first payment due August 10th.
2. **Automatic Debit to Checking Account** _____ (IF YOU CHOSE THIS OPTION, ATTACH A BLANK, VOIDED CHECK FROM THE ACCOUNT YOU WISH TO HAVE THE FUNDS DRAWN FROM.)
3. **Pay in Full** ____ A bill will be sent in May for your tuition. Payments received by June 10th are entitled to a 5% discount, and those received by August 10th get a 2% discount.
4. **Quarterly Payments** _____ You will be billed 4 times (the 10th of August, October, January, and March) for your tuition payments.

Terms and Conditions:

I understand that the tuition payment plan begins on **AUGUST 10th** and ends **MAY 10th**. All payments must be made by check or money order to, "Saint Francis of Assisi School" and sent to C&E. Payments that are received after the 15th of each month are subject to a \$25.00 late charge. In addition, a \$25.00 bank charge for any check returned for insufficient funds will be due with your next payment.

If you choose to pay using the coupon book, a book will be sent to you. Please send your payment along with the appropriate coupon. Please notify our office if you change your address. **Be advised that there is a \$10.00 charge to replace a lost coupon book.**

If you choose to pay using the automatic debit method, please attach a blank, voided check to this application. The first debit to your account will occur on **August 10th**. If the 10th falls on a weekend or holiday, the withdrawal will be on the next business day. **The payment will never be taken prior to the 10th.**

If I have chosen to have payments automatically withdrawn from my checking account, I appoint C&E Lockbox Services as my agent and authorize C&E through its bank to establish automatic payments from my checking account as identified.

I have read the above paragraph and agree to the conditions as stated.

Signature: _____ Date: _____

FOR SCHOOL USE ONLY:

PARISHONER _____ NON-PARISHONER _____ NON-CATHOLIC _____

ANNUAL TUITION AMOUNT \$ _____