



Tuition Payment Options

Payment Options (select one)

- Plan 1 Prepay entire amount by **July 2nd**; receive a 2% discount
- Plan 2 Prepay each semester; receive a 1% discount. 1st half due **July 2nd**:
second half due **January 1st**
- Plan 3 Automatic monthly bank withdrawal from your checking or savings account (July-June).
Complete Agreement for Preauthorized Withdrawals form below

Plan 3: Agreement for Preauthorized Withdrawals (debits)

(Complete only if you selected Plan 3 as your payment option)

I (we) hereby authorize MOSES LAKE CHRISTIAN ACADEMY to initiate debit entries to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Select one Checking/Transaction

**attach a voided check, deposit slips
cannot be accepted**

Savings Account

attach a voided deposit or withdrawal slip

Depository (Bank) Name _____

City _____ State _____ Zip Code _____

*Transit / Routing Number _____ *Account Number _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I understand that thirty (30) days notice, in writing, to the COMPANY is required if I change banks and/or accounts.

Name (s) _____ ID Number _____
please print same as account #

Signature (s) _____ Date _____

_____ Date _____

*Routing Number is the first set of numbers on the bottom of your check.

**Account Number is the next set of numbers on the bottom of your check.

Example:	123000521	153112072555	2746
	Routing #	Account #	Check #



Billing and Collection Policy

PREFACE

A student's tuition billings represent a binding financial obligation to Moses Lake Christian Academy (MLCA). Timely payments are required, based on the stated policy and payment schedule. The primary source of income for MLCA is tuition. It is crucial to provide payroll for the MLCA faculty & staff as well as ensure that our bills are paid promptly, protect our good name and Christian witness in the marketplace. The faithful stewardship of parents and others responsible for student tuition payment enables us to do so.

POLICY

- Tuition is to be paid through monthly electronic funds transfer from a bank account designated by the student's parent or guardian. These withdrawals will occur once a month from July through June. For students registering after July 2 but before September 30, total tuition will be averaged over the remaining number of months in the school billing cycle.
- Full semester prepayments received by July 2nd (1st semester) or January 1st (2nd semester) will receive a tuition discount of one percent (1%). Full year tuition prepayments received by July 2nd will receive a 2% discount.
- When a student enters school during the year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance that month) on the basis of $\frac{1}{10}$ of the annual tuition.
- Fees billed in addition to tuition shall be paid within 30 days of the billing, with the exception of curriculum fees, which are due with the 1st month's tuition payment and are non-refundable; and the application fee, which is due at the time of application and is non-refundable.
- If a student leaves MLCA for any reason, payments for July, August, and each month the student was registered (regardless of the number of days in attendance that month) will not be refunded. Report cards and transcripts will be held if the student leaves the school owing tuition or fees.
- Unpaid tuition as of July 1 will place the student on the waiting list, regardless of registration status.
- A \$35 fee will be assessed to accounts for nonsufficient funds (NSF) auto payments.
- Children will not be permitted to attend school effective on the first day of any month in which his/her account is 60 days delinquent, unless arrangements have been made with the MLCA Administration.
- Senior students will be permitted to receive a diploma *only* if the account is paid in full.
- Exceptions to this policy may be made on a case by case basis as approved by the MLCA Administration or MLCA School Board.

PRINT NAME _____

Signature _____ Date _____