



E-Pay Authorization Form for Carmel WEE School Tuition

I _____ authorize Carmel Baptist WEE
(Print Parent Name)

School to initiate a debit entry to the bank account below for monthly WEE School tuition charges. I agree that the amount of \$_____ will be withdrawn on the 15th day of the month for tuition for my child(ren) :_____. If the 15th falls on a weekend or a holiday, payment will be executed on the next business day. (Any rate changes will be reflected in the annual WEE School handbook.)

Address: _____ City/State/Zip_____

Phone: _____ Email address: _____

CUSTOMER'S BANK INFORMATION

Bank Name: _____ Check one: ___ Checking ___ Savings

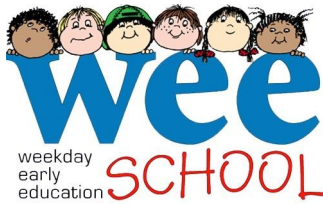
Routing Number: _____ Account Number: _____

PLEASE ATTACH VOIDED CHECK HERE:

I agree to notify Carmel Baptist WEE School in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment date falls on a weekend or holiday, I understand that the payment will be executed on the next business day. In the case of ACH Transaction being rejected for Non Sufficient Funds I understand Carmel Baptist WEE School will attempt to process the charge again within 30 days. NOTE: there is a \$36 handling fee upon notification of Non Sufficient Funds. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank so long as the transaction corresponds to the terms indicated on the authorization form.

Parent Signature

Today's Date



Parent Information About E-Pay for Carmel Baptist WEE School tuition payments:

Monthly Tuition Payment: E-Pay was introduced to our WEE Families, allowing us to automatically draft monthly tuition payments directly from your checking or savings account on the 15th of each month. **E-Pay is now Mandatory for tuition payments.** We will no longer accept checks, money orders or credit cards. The monthly tuition is a set amount for each month, regardless of holidays, bad weather or child's absence. Checks/Drafts returned by the bank will be charged a \$36 handling fee. An account 2 or more months in arrears may result in your child's dismissal from the program.

E-Pay:

Returning Families: If you paid using E-Pay last year and your account information is the same, we have your bank information in our system and you don't need to fill out a new form.

New Families: If your account is new or you have never filled out an E-pay form, please return a completed form and voided check to the WEE School Office on the Main Level.

Notice of Withdrawal: Upon enrollment, monthly tuition will be drafted for the duration of the school year or until notice of withdrawal is provided. We must receive at least a 2 week notice when withdrawing your child. **NOTE: Should you choose to withdraw from WEE School for any reason, your 2 week notice must be submitted by Friday, April 8, 2022.** You are responsible for paying monthly tuition thru the end of April if you withdraw any time after this deadline.

Your completed E-Pay form must be received in the WEE School office no later than Wednesday, July 1, 2021.

Please give your completed form with voided check attached to Jody Hancock in the WEE School office on the Main Level. You may call 704-849-9723, option #1, if you have any questions or email Jodyh@weeschool.org .