



AUTOMATIC TUITION MANAGEMENT 2018-2019

Dear First Lutheran Preschool & Kindergarten Families:

QuickBooks Payments offers free transfers from checking accounts along with credit card processing at a low 3% fee.

In order to get everyone enrolled in the system, each year we need new authorization forms with new tuition amounts on it. **Please complete the attached sheet and return it with a VOIDED check to either Kären Beasley or Karen Ewing as soon as possible.**

Going forward, when you are sent an invoice for extras such as Lunch Bunch, KidMoves, or other extracurriculars, there will be an option when you view the invoice to click 'Pay Now'. We are hoping that this makes life easier for you - no more remembering if you wrote that check!

- Once you're enrolled, tuition payment will be automatically deducted from the account you designate. If you do not select a date, payments will be designated for the 15th of the month. If the scheduled payment falls on a weekend or holiday, the withdrawal will be made on the next business day.
- First month's tuition is due by June 15, 2018
- The date of the second payment is September 15th 2018 continuing monthly. The date of last payment is May 15th 2019.
- Upon request monthly and/or annual statements/receipts are available

If you have any questions about the program or the enrollment form, please call the school office at 206-546-0320, we will be happy to assist you.

Blessings,
Kären Beasley, Director
First Lutheran Preschool & Kindergarten

PLEASE FILL OUT THE FOLLOWING PAGE AND SUBMIT

Complete this section for ALL enrollments (Please Print)

Last Name	First Name	Middle Initial
Mailing Address	City, State	Zip
email		Home Telephone Number

Check the appropriate box:

New Enrollment
 Renewal
 Change in authorization
 Change in Account

I authorize First Lutheran Preschool & Kindergarten and QuickBooks Payments to electronically debit tuition payments from my account. I have attached a voided check or provided my credit card information. This authority will remain in effect until I give reasonable notification to terminate the authorization.

Authorized Signature:

X _____

Payments should be taken from:

Checking (attach a voided check)

Bank _____ Bank Telephone _____
 Routing No. (between these symbols | : |) _____ Account number _____

Credit card Visa, MasterCard, American Express, Discover

Credit Card number _____ Exp. Date: _____
 Name on account _____ CCV: _____

Billing address (if different from above)

Non-Refundable Registration Fee (one time, yearly) \$ _____ Pull Date _____

First Month Tuition (Due by June 15) \$ _____ Pull Date _____

Tuition Payments (September 15 - May15) \$ _____ Pull Date _____

Full Year Tuition (Due Sept. 15) \$ _____ Pull Date _____

First Lutheran Preschool & Kindergarten 18354 8th Ave NW Shoreline WA 98177