

February 1, 2019

Dear Oak Grove Christian School Parents,

This letter explains the program which allows us to make automatic ACH debits to your checking or savings account each month, eliminating the need to send checks to school in your child's folder.

The enrollment form gives you the tuition cost by class for each payment plan. For the 9 month plan, the monthly withdrawal date will be the 1st Friday of the month from 09/06/2019 - 05/01/2020. For the 12 month plan, the monthly withdrawal date will be the 15th of the month from 6/15/2019 – 5/15/2020.

For those choosing the 12 month option - In order for me to be able to deduct the first payment electronically on June 15th, I will need the completed enrollment forms by Wednesday, June 12, 2019. You may mail the form to the school at 535 BF Goodrich Drive, Marietta, OH 45750 or drop it off at the school.

For those choosing the 9 month option – I will need the form back by the first day of school in order to deduct the first payment electronically on September 6th.

A couple of things to note when filling out the form:

1. It is important to attach a voided check or savings deposit ticket for the account you wish to debit. I use it to verify that I have the correct routing and account numbers.
2. If you used ACH payment for the 2018-19 school year, I still need this form filled out and returned by the due date as the form only authorizes me to make deductions for the current school year. If your account information remains the same, I do not need a new voided check as I can use the one already provided.
3. If you have multiple students enrolled, just fill out the form and mark their classes. I will calculate the discount for the second student and let you know what your monthly payment amount will be before the first deduction.
4. If you have a scholarship application that is pending, you can still fill out the form. Once the scholarship awards are made, I will calculate the monthly amount due and let you know what your monthly payment will be before the deduction occurs.

If you are interested in the 12 month payment option, but would prefer to send in monthly payments, the first payment is due June 15th. Please let me know if you are interested in this option so I know to expect your payment.

There is a 3% discount if tuition is paid in full by the September payment date. This amount can be found on the "Schedule of Fees" posted on our website. If you have multiple students enrolled, I will have to calculate your monthly tuition amount as there is also 10% discount for the second child enrolled.

I know this is a lot of information, so if you have any questions please let me know!

Lori Austin