

June 20, 2024

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 of the month from 09/01/2024 - 05/01/2025. For the 12-month plan, the monthly withdrawal date will be the 15th the month from 7/15/2024 – 6/15/2025.

For those choosing the 12-month option - For me to be able to deduct the first payment electronically on July 15th, I will need the completed enrollment forms by Friday, July 12th, 2024. 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 August 23, 2024 to deduct the first payment electronically on September 1st.

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 2023-24 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 July 15th, 2024. 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 6, 2024 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

Oak Grove Christian School

ACH Debit Authorization Form – Electronic Tuition Payment (2024-25 School Year)

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (ACH DEBITS)

I (we) hereby authorize Oak Grove Christian School to initiate debit entries to my (our) checking/savings account as indicated below at the financial institution named below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Student Name(s): _____

Class Attending:	9-month payment plan (9/01/2024 – 5/01/2025)	12-month payment plan (6/15/2024 – 5/15/2025)
<input type="checkbox"/> Half Day Preschool (Tu-W)	<input type="checkbox"/> \$115/month	<input type="checkbox"/> \$86.25/month
<input type="checkbox"/> Full Day Preschool (Tu-W)	<input type="checkbox"/> \$230/month	<input type="checkbox"/> \$172.50/month
<input type="checkbox"/> Full Week Preschool (M-F)	<input type="checkbox"/> \$440/month	<input type="checkbox"/> \$330/month
<input type="checkbox"/> Full Day K4 (M-T-W)	<input type="checkbox"/> \$290/month	<input type="checkbox"/> \$217.50/month
<input type="checkbox"/> Full Week K4 (M-F)	<input type="checkbox"/> \$440/month	<input type="checkbox"/> \$330/month
<input type="checkbox"/> Kindergarten through 4 th Grade	<input type="checkbox"/> \$490/month	<input type="checkbox"/> \$367.50/month

This authorization will remain in full force and effect until Oak Grove Christian School has received WRITTEN AUTHORIZATION from me (us) of its termination in such time and such manner as to afford Oak Grove Christian School and their financial institution a reasonable opportunity to act on it, or the end of the current school year, whichever comes first.

Name(s) on Account: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Please transfer tuition payments directly from my:

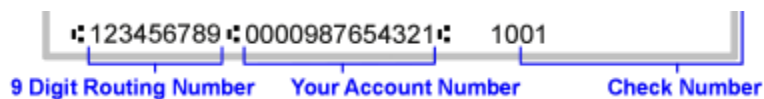
- Checking Account (attach a voided check)
- Savings Account (attach a voided savings deposit slip)

staple voided
check or deposit
slip here

Bank Name: _____

Routing Number: _____

Account Number: _____



Authorized Signature: _____ Date: _____

In the case of an ACH transaction being rejected for Non-Sufficient Funds (NSF) I understand that Oak Grove Christian School may attempt to process the charge again and agree to an additional \$15.00 charge for each returned NSF which will be initiated as a separate transaction from the authorized recurring payment.