

DIRECT DEBIT AUTHORIZATION FORM

In accordance with SHC policy, parents who choose the semiannual or monthly tuition payment options must use direct debit. Direct debit is a way to pay tuition through an automatic deduction from your bank account. You will not need to write a check. If you have more than one student at Sacred Heart Cathedral Preparatory, there will be a separate debit transaction for each student's tuition.

The deduction from your bank account for tuition will be made automatically on the 17th day of the month beginning in July and will continue according to the schedule you selected in your Tuition Payment Agreement. **A re-enrollment fee will be debited on May 17 prior to each year enrolled.** The Business Office will forward this bank account information to the Office of Advancement for your Parent Pledge. The deduction from your bank account for your Parent Pledge will be made automatically on the 5th day of the month beginning in July and will continue according to the schedule you selected in your Tuition Payment Agreement.

If the 5th or 17th day falls on a holiday or weekend, the debit will be processed on the first business day thereafter. This bank information will be used for tuition and Parent Pledge debits while student is enrolled. If you would like to update your bank information, please submit a new form to the Business Office (download at shcp.edu/parents).

Please complete this form and attach an original, voided check.

 ACCOUNT-HOLDER'S LAST NAME

ACCOUNT-HOLDER'S FIRST NAME

RELATIONSHIP TO STUDENT

 STUDENT FULL LEGAL NAME

 BANK (NINE-DIGIT ROUTING) NUMBER

CHECKING ACCOUNT NUMBER

 SIGNATURE

DATE

ATTACH VOIDED CHECK HERE