

# NEWMAN CENTRAL HIGH SCHOOL

1101 W. 23<sup>rd</sup> Street  
Sterling, IL 61081

Phone: 815-625-0500

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[www.newmancchs.org](http://www.newmancchs.org)

## TUITION PAYMENT MADE EASY !!!

Automatic Payment is an easy convenient way to make your tuition payment. By signing up for Automatic Payment you will:

- *Free yourself of monthly check writing.*
- *Stop worrying about checks being lost or delayed in the mail.*
- *Have a record of payments on your bank statement.*
- *Save postage and cost of checks.*
- *Make payment even when you're on vacation or out of town.*

Dear Parents:

The automatic withdrawal advantage has been available to Newman Central Catholic High School for several years. This is not a mandatory program but I would like to encourage you to take the time to think about using this automatic withdrawal as your method of payment for your student's tuition.

This not only helps you make regular payments, but helps the school better manage our cash flow during the year. The knowledge that a certain amount of funds are available each month makes paying bills much more efficient.

Payments may be either made on the 5<sup>th</sup> or the 20<sup>th</sup> of each month OR the 5<sup>th</sup> and the 20<sup>th</sup> of each month. You may choose to make 12 monthly payments, June through May or 10 monthly payments August through May. **All families receiving tuition assistance MUST be on the 12 month payment plan.**

**Families who opt to contract with the school to make their payments by automatic bank transfer from a personal account to the school's account qualify for a 2% discount in their tuition charge in the last payment in May, provided all other payments are received by the school in accord with the contract.**

Once again, I would like you to consider this payment method. Just fill out the form on the back of this sheet and return it with your Tuition Investment Form.

Sincerely,

Mr. Andy Edmondson  
Principal

# AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

I authorize Newman Central Catholic High School to charge my tuition payment to my bank account number shown below. I understand that the funds will be withdrawn on the 5<sup>th</sup> or the 20<sup>th</sup> of each month and that it is my responsibility to ensure sufficient funds are in my account at that time.

**I understand that this amount will change yearly. I will receive notice from Newman Central Catholic High School and they will withdraw the new amount on the effective date of such change unless otherwise instructed by me.**

This authority will remain in effect until I instruct Newman Central Catholic High School to cancel or change it or until all tuition accounts have been a paid in full. Any change to this authorization must be in writing and must be received by Newman Central Catholic High School by the 1<sup>st</sup> of the effective month. I also understand that if my payment is returned for "Non Sufficient Funds," Newman Central Catholic High School will discontinue this service and there will be a charge of \$25.00 added to my account.

## 1. Personal Information:

Name(s) on account: \_\_\_\_\_

## 2. Bank Information

Bank Name: \_\_\_\_\_

Payment should be make from: \_\_\_\_\_ Checking Account \_\_\_\_\_ Savings Account

Bank Routing # \_\_\_\_\_ Account # \_\_\_\_\_

**If a voided check is not on file please attach.**

## 3. Automatic Payment Plan

\*Month of first payment: \_\_\_\_\_ June \_\_\_\_\_ August

\*Number of payments: \_\_\_\_\_12 \_\_\_\_\_10

\*Payment withdrawal \_\_\_\_\_5<sup>th</sup> of each month \_\_\_\_\_20<sup>th</sup> of each month

Amount of each payment \_\_\_\_\_ To be determined by tuition amount each year until the student(s) has graduated and tuition is paid in full. A yearly payment schedule will be sent in early June or August.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Account Holder

\* Payment plans can be adjusted to fit your financial requirements. You may opt to join this payment plan anytime during the year.

\*\* If you are already participating in the Automatic Withdrawal Program you do not need to fill out this form unless you would like to change your withdrawal date.