



Courtyard ACH Authorization

Children's Name: _____

Parents Name: _____

Parent Email: _____

Transaction Options

I would like tuition drawn out of my account as follows:

_____ Option 1: Every week on Monday.

_____ Option 2: Every other week on Monday.

Utilizing ACH for tuition payment is an option, not a requirement. A \$25.00 ACH annual fee will be charged and processed each January. The fee covers set up time and bank transaction fees. No refunds will be granted for any reason.

Terms and Agreement

Please initial on each line.

_____ I understand that Courtyard will calculate the amount withdrawn based on the tuition rate, and will create ACH transactions to ensure that the account is paid in full at all times.

_____ I understand that all withdrawals will be credited to my Courtyard financial account, and that I can request a statement anytime by emailing Christa@CourtyardEarlyLearningCenter.com.

_____ I understand that should Courtyard withdraw the incorrect amount due to a tuition adjustment or a simple error, that I authorized Courtyard to execute an additional withdrawal as needed, or lower a future withdrawal amount as needed to get my Courtyard financial account to balance.

_____ I understand that I will be charged a \$25.00 fee each January. This \$25.00 fee is typically added to the first January ACH withdrawal.

_____ Courtyard will charge a \$10.00 fee for all ACH transactions that are returned due to the bank account having insufficient funds or for any other reason.

_____ I understand that if I see an error on my statement compared to the bank withdrawals, that I will consult with Christa to ensure that the error is resolved.

_____ I understand that should I want to cancel, I must notify Christa in writing two weeks prior to the desired ACH cancellation date.

Financial Information

_____ Bank Name

_____ Bank Routing Number

_____ Bank Account Number

By signing below, you authorize Courtyard Early Learning Center to withdraw tuition from your banking account.

Signature: _____ Date: _____ / _____ / _____