Tuition Automatic Payment Authorization Form

Assalamu Alaikum Parents,

> Simplify how you pay tuition and enroll today! Just attach a voided check and sign the authorization page; we will do the rest.

We are excited to offer you Automatic Payment for your child's tuition. Increasingly, people are paying their regular bills electronically. Many of you get paid by Direct Deposit and appreciate the convenience of not having to run to the bank to deposit the check. Automatic Payment gives you the same advantages that Direct Deposit gives most employees - peace of mind, safety and convenience. We hope you will allow us these advantages by enrolling in the Automatic Payment program and having your child's tuition paid electronically.

All you need to do is complete the **Tuition Automatic Payment Authorization Form** giving your bank permission to pay your tuition as scheduled. We are including some information about Automatic Payment in the form of frequently asked questions. If you have any other questions, please feel free ask.

Questions Frequently Asked by Parents

Q: Does this give LUA access to my account?
A: Automatic Payment does not give anyone access to your account. It simply authorizes your bank to release the exact amount of your child's tuition payment to LUA on a pre-arranged date.
Automatic Payment gives the bank no more authority to release your funds than when presented with a check.

Q: How will I know when my payment has been taken out of my account?
A: Your tuition payment will be taken out of your account on the payment due date. The amount of the payment and to whom it was paid will appear on your monthly bank statement just as if you had paid by check.

Q: Is there a charge to the parent for this service?
A: No.

Q: Is this bill paying service reliable and safe?
A: The ACH system has been use for more than 30 years and is the safest, most reliable means of transferring funds in the world today.

Q: How do I get started?
A: Simply fill out and return to the office the LUA Automatic Payment Authorization form that came with this information sheet.

Q: Where can I get more information?
A: Visit www.directpayment.org, an excellent resource explaining the system and its many benefits.

LUA

Lexington Universal Academy
It's all about Values

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AUTOMATIC PAYMENT AUTHORIZATION

Thank you for paying for your child's tuition with Automatic Payment. Electronic payments save a lot of time and hassle for everyone. Banking rules require that you give your approval to pay your bill in this way. The approval is active until you notify us that you want to cancel it.

Automatic Payment is safe, efficient, and consumer friendly. Banking laws protect consumers like you from having to worry about someone taking money from your account by using Automatic Payment in an unauthorized manner.

Please complete this form and return it to the office so we can set up your Automatic Payment.

I hereby authorize **LEXINGTON UNIVERSAL ACADEMY** to initiate entries to my checking or savings account at the financial institution listed below. This authority will remain in effect until five days after I provide **LEXINGTON UNIVERSAL ACADEMY** written notice to cancel it.

_____
Your Name (*please print*)

_____
Your Address

_____ _____ _____
City   State Zip

_____
Account Number* (*see sample below*)

_____
Your Signature

_____
Bank or Credit Union Name

_____
Bank or Credit Union Address

_____ _____ _____
City   State   Zip

_____
Transit / ABA Number (*see sample below*)

_____
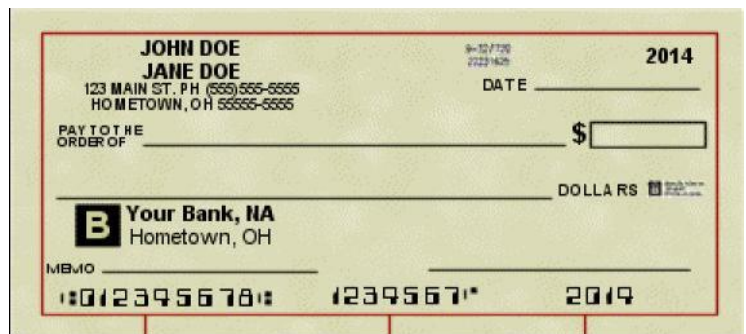Today's Date

Automatic Payment will be made on the 1st of every month. The amount of each payment shall be $_____.

Please attach a copy of a voided check; deposit slips don't work.

*Note that the Account Number is not the same as a "Member" number commonly used in credit union draft accounts.

Transit/ABA Number   Account Number   Check Number