



Upper Columbia Academy

MEMORANDUM

To: UCA Family
From: Debbie Nelson, 509-245-3615
Re: Student Account - Auto-Payment Options

Here are the auto-payment options available for student account charges for the 2013-14 school year:

1. Automatic ACH transfer from a bank account you provide (see attached form).
2. Automatic credit/debit card charge (see attached form).

Important Note: In order to help recover part of the credit/debit card processing fees that are charged to UCA to accommodate this option, there will be a 1% processing fee added to your account to help recover costs. UCA paid over \$20,000 in credit card processing fees during the 2012-13 school year!

3. One month in advance payment (by cash, check or PayPal) of your estimated balance (from the "Monthly Payment" line calculated on the 2013-14 Financial Estimate Worksheet).
4. Prepay the total estimated balance and receive a 3% discount if paid by 6/17/2013, or a 2% discount if paid by July 31, 2013.
5. Monthly statements will be sent to you by the 20th of each month (starting in September and ending in May). If you elect Option 1 or 2 you will have a few days to review the charges before the 25th of the month when your bank account is debited or your debit/credit card is charged (or the Friday before if the 25th falls on the weekend).

As always, the Business Office staff and I are more than happy to help you complete your Financial Estimate Worksheet and will try everything possible to have this auto-pay requirement accommodate your needs. As well, if you have any questions or concerns, please contact me or the Business Office staff and we will be pleased to talk with you.

We certainly understand that Adventist Christian education is a great financial sacrifice for you and all families. Please know that we are trying our very best to provide quality Christian education, keep costs as low as possible, pay our bills, and help as many students that want to be at UCA continue to attend this amazing school.

Continued blessings to you and your family,

Debbie Nelson

Auto Pay - Automatic Fund Transfer Program

Please deduct charges from my bank account, or charge my debit/credit card the amount specified with my monthly statement on the 25th of each month (or the Friday before if the 25th falls on a weekend). For the bank transfer option, this authorization is the same as if I had personally signed a check.

- *I understand that my Auto Pay payment will remain in effect from September to May (unless other arrangements are made with UCA Business office staff).*
- *I understand that UCA will mail monthly statements to me by the 20th of each month. I will have a few days to review charges before payment is withdrawn.*
- *Transactions will show on my statement as payments to Upper Columbia Academy.*

Parent Name: _____ Student Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Signature

Date

Please provide info for your chosen payment method below:

BANK TRANSFER:

My voided check is attached.

Bank: _____

Account #: _____ Routing #: _____ - _____ - _____

First nine numbers of the encoded line at bottom of check

CREDIT/ DEBIT

Card Type: **Visa** **Mastercard** **Discover**

Name on Card: _____

Card Number: _____ Expiration Date: _____

Note: A 1% processing fee will be added to your student's account with the Credit/Debit card option, to help recover UCA costs that are incurred to accommodate this option.

MONTH-IN-ADVANCE OPTION (Cash, Check, PayPal)

I agree to pay the monthly tuition/room/board charges (as estimated from Financial Estimate Worksheet) by the 25th of each month, one month in advance. The Sept. payment will be due by Registration Day.

Parent/Guardian Signature

Date