

**AUTOMATIC WITHDRAWAL FORM**

**WHEN WILL THE MONEY BE DEDUCTED FROM MY ACCOUNT, AND HOW IS IT STOPPED?**

To give you plenty of time to cash your end of month checks and to ensure that funds are available, Mt. Salus will withdraw the funds on the 5th of each month (June – May for 12-month plans). It can be discontinued anytime by simply calling us.

**HOW WILL I KNOW THAT A TUITION PAYMENT HAS BEEN MADE?**

Your monthly bank statement will include a withdrawal dated on the 5th of that month clearly labeled Mt. Salus tuition. If the 5th of the month falls on a weekend or a holiday, the draft will automatically occur on the first business day.

**WHAT IF I HAVE A FINANCIAL HARDSHIP AND THERE IS NOT ENOUGH MONEY IN MY ACCOUNT?**

You may call the office before the 3rd of any month and ask for a delay in paying that month's tuition; however, we will need a postdated check with the date that the funds will be available written for the amount of the bank draft. If there are insufficient funds in your account when a payment is attempted, your bank will treat it the same as if you wrote a check with insufficient funds to cover it. As always, call us and we will work with you the best that we can in order to accommodate your needs.

**WHAT ARE THE BENEFITS OF DOING IT?**

1. You don't have to remember, and then take the time, to write a tuition check each month.
2. We greatly appreciate your reducing our paperwork in the office.
3. Remember, you may request a payment delay due to a financial hardship. We will work with you.

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**AUTHORIZATION FOR AUTO-PAYMENT OF MT. SALUS TUITION STARTING JUNE 5**

Name of Bank \_\_\_\_\_

Name(s) on Bank Account \_\_\_\_\_

Checking Account \_\_\_\_ Savings Account \_\_\_\_ Acct # \_\_\_\_\_

The 9 digit routing number between the two |: symbols on your checks and/or deposit slips.

|: \_\_\_\_\_ |: Next Yr. Rate Per Month

Students: 1. \_\_\_\_\_ Grade \_\_\_\_\_ \$ \_\_\_\_\_ (Full Tuit.)

2. \_\_\_\_\_ Grade \_\_\_\_\_ \$ \_\_\_\_\_ (at 10% off.)

3. \_\_\_\_\_ Grade \_\_\_\_\_ \$ \_\_\_\_\_ (at 30% off)

4. \_\_\_\_\_ Grade \_\_\_\_\_ \$ \_\_\_\_\_ (at 70% off)

I would like to be on the \_\_\_\_ 12-month plan

Total tuition to be deducted on the 5th of each month: \$ \_\_\_\_\_

Signature \_\_\_\_\_ **Please return soon. Thanks!**

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