



The Purpose School

1 Church St, Stoneham, Massachusetts 02180
(781) 438-2815- Phone number and (781) 481-0977- Fax number
Kristie Colwell- Director and Katie Hunt- Assistant Director

Dear Parents,

The Purpose School is able to offer you the convenience of making monthly tuition payments thru our automated Tuition Payment Plan. We hope you'll take advantage of this program; automatic payment is a safe and convenient method for making your tuition payments.

To participate in the Tuition Payment Plan, simply complete the attached authorization form and return it to the Purpose School. The completed form must be received by August 23rd to take effect for the **September 1st** payment that covers the October tuition. **The September tuition payment, which is due by May 22nd, must be paid by check and returned with the enrollment forms.**

The details:

- *The Tuition Payment Plan will remain in effect until the last tuition payment has been made for the current school year. Payments will automatically cease after the May payment has been made.*
- *Your bank statement will reflect the tuition payments as having been paid to First Congregational Church.*
- *Payments will be debited on the 1st of the month. If the 1st is a non-business day, the payment will be debited on the next available business day.*
- *New Tuition Payment Plan authorizations and banking information changes for existing Tuition Payment Plans must be submitted using 10 days prior to the requested start date.*
- *You may amend the dollar amount of your payments at any time; please these changes at least 5 business days prior to the next withdrawal date.*
- *You may cancel the Tuition Payment Plan at any time. The request must be submitted in writing to the Purpose School at least 10 days prior to the requested termination (aka next tuition payment) date.*
- *If a payment is declined due to insufficient funds, it will not be resubmitted for payment. You must contact the Purpose School director to make alternative payment plans for that month. Additionally, a \$25 NSF fee may be charged.*



Purpose School Tuition Payment Plan

Return the completed form to the Purpose School **along with a voided check** (not a deposit slip) from the checking account to be withdrawn. If your payments are to be deducted from a **savings account**, ask your bank to provide you with a specification sheet for ACH withdrawals. (Deposit slips cannot be accepted as the data on them is not necessarily the same as the data required for ACH transactions.)

Student Name:	
Student Name:	
Student Name:	
Please Check One:	☐ Enrollment ☐ Change
Financial Institution Information	
Account Type:	☐ Checking ☐ Savings
Bank Name:	
Routing Number:	Account Number:
Amount to be deducted each month: \$ _____	
Start Month: _____ (Sept. 1 = October tuition, October 1 = November, etc.)	
By signing below, I authorize PS/FCCOS to automatically deduct tuition payments for the specified amount from my financial institution on the 1st day of each month, or the next available business day, until the last payment for the current school year which is April 1st (or the next available business day). I understand that this authorization will remain in force until PS/FCCOS has received written notification from me of its amendment or termination in such time and in such manner as to allow PS/FCCOS and my financial institution a reasonable opportunity to act on it. I also understand that any payment requests returned due to insufficient funds will not be resubmitted for payment and a \$25 NSF fee may be charged.	
Account Holder's Name (Please Print):	
Account Holder's Signature:	Date:

Office use only

PS Review	FCC Entry
------------------	------------------