

## Tuition Payment Plan Application for New and Re-Registering Families

To: C&E Lockbox Services 466 Old Hook Road Suite 27 Emerson, New Jersey 07630 201-265-7778  
I/We are aware that the above company will be processing our tuition payments for Assumption ECC.

Please complete the application, select the method of payment and sign where indicated.

Parent/Guardian : \_\_\_\_\_

Address: \_\_\_\_\_ Apartment Number \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail \_\_\_\_\_

\*\*\*\*\* E-Mail Address will be kept confidential but will be used to provide information about your tuition account.

Child's Name \_\_\_\_\_ Program (in September) \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please select method of payment and due date.

The 10 Payment plan has a one-time \$ 40.00 administrative charge that will be added to your first payment.

1. Automatic Debit to Checking Account \_\_\_\_\_ Payment Date 1<sup>st</sup> \_\_\_\_\_ 15<sup>th</sup> \_\_\_\_\_ of each month (July-April). If you choose this option, please attach a blank, voided check to this application.
2. Credit Card Payment \_\_\_\_\_ Payment Date 1<sup>st</sup> \_\_\_\_\_ 15<sup>th</sup> \_\_\_\_\_ of each month (July-April). This will be a recurring charge on the date specified. Please be aware that a 3% convenience fee will be added to each month's charge.

Enter Card Info: Type \_\_\_\_\_ Card # \_\_\_\_\_ Exp. \_\_\_\_\_

3. Lump Sum \_\_\_\_\_ ( Due July 1<sup>st</sup> ) a \$50.00 Discount on the tuition only may be taken if you choose this method of payment.

### Ten Payment Plan Terms and Conditions:

#### Automatic Debit

If I have chosen to have payments automatically withdrawn from my checking account, I appoint C&E Lockbox Services as my agent and authorize C&E through its bank to establish automatic payments from my checking account as identified.

All payments returned for insufficient funds will be assessed a \$35.00 charge which will be withdrawn on the next automatic debit date. (\*\* A blank, voided check must be attached to this application if I have chosen the automatic debit plan)

#### Credit Card

If I have chosen to have payments automatically withdrawn from my credit card, I appoint C&E Lockbox Services as my agent and authorize C&E through its bank to establish automatic withdrawals from my credit card as identified. I am aware that a 3% convenience fee will be added to each of the 10 payments.

I have read the above paragraph and agree to the conditions as stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

ANNUAL TUITION AMOUNT \$ \_\_\_\_\_