

# Concordia Lutheran Preschool and Summer Camp Financial Data Sheet

**Parent/Guardian/Payee Information:**

Please provide the person(s) responsible for payment.

\_\_\_\_\_  
Name, Last/First

\_\_\_\_\_  
Name, Last/First

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Relationship to Student(s)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Student Information:**

\_\_\_\_\_  
Name, Last/First

\_\_\_\_\_  
Name, Last/First

\_\_\_\_\_  
Name, Last/First

\_\_\_\_\_  
Name, Last/First

Please note: Concordia will not release transcripts or other school records until all tuition and fees are paid in full. Your child will not be re-enrolled in any class if there is a balance due.

Please initial here: \_\_\_\_\_

## Payment Method

**1.) \_\_\_\_\_ Prepaid Annual Tuition**  
To receive a 3% discount, pre-pay annual tuition by Sep 1<sup>st</sup>.

**2.) \_\_\_\_\_ Monthly ACH and/or Credit Card Payments for Tuition and Summer Camp**  
Tuition and Childwatch fees are deducted from checking and/or savings accounts on the 1st of the month, or the first business day thereafter, beginning in September for a period of nine months (through May). Summer Camp payments will be deducted from June through August on the 1st of the month. If balances are not paid in full by the end of a given school year and/or Summer Camp, Concordia will continue to pull funds via ACH until a \$0 balance is achieved. ACH debits that are dishonored will be charged an additional \$25.00 per item.

**Please attach a voided check to this form for ACH**

**Credit Card**

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

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

\_\_\_\_\_  
Routing Number (9 digit number on bottom left hand side of check)

\_\_\_\_\_  
Account Number (please include all zeroes)     Checking     Savings

\_\_\_\_\_  
First Name, Middle Initial and Last Name

\_\_\_\_\_  
Billing Address - *Check here if it is the same as above*   

\_\_\_\_\_  
Visa, MasterCard or AMEX 16-digit credit card number

\_\_\_\_\_  
Expiration Date                      3-digit Security Code

By selecting payment by ACH and/or Credit Card, I/we authorize Concordia Lutheran to debit my Tuition and/or Summer Camp payments through ACH and/or Credit Card. I further agree that Concordia's handling of these items are as though I personally signed or initiated the debit or draft and that this process will remain in effect until my balance is paid in full, unless I notify the finance office in writing to cancel this service. I understand written notification must be received at least 5 calendar days prior to the next scheduled payment for the cancellation to take effect. I also understand the finance office may debit my account at a later date if the regularly scheduled payment is not honored. This Financial Data Sheet remains in effect through the duration of your child's enrollment with Concordia Lutheran. It is your responsibility to update expired credit card information.

I understand that failure to honor this agreement will result in disenrollment of the student listed on this form. By signing this Financial Data Sheet, I agree to the terms listed above.

\_\_\_\_\_  
Parent/Guardian/Payee Signature                      Date                      Parent/Guardian/Payee Signature                      Date

*To arrange a payment plan by Check or Cash please contact the Director. A \$5.00 monthly charge is added for this arrangement. Payments received after the 10<sup>th</sup> of the month will receive a \$25.00 late fee.*