



There are four options available to you. After reading through the descriptions of each option, you will be able to decide which one better serves the needs of your family. **If no option is specified on the returned form it will automatically default to Option 1.** The enrollment form is on the back of this page. If you have any questions, please contact Yevgeniya Kushnerova at 408.553.5768 in the Business Office or Kathy Caveney at 408.553.0301 in the Financial Aid Office.

### Monthly Payment Options

#### Option 1: Current Statement Balance

- We will debit from your bank account the entire outstanding balance on your student's account on the 15th of every month or the next business day if the 15th falls on a weekend or holiday.
- You will receive a statement showing the amount to be withdrawn approximately 10 days prior to the debit.
- This option will never incur late charges unless the debit is refused due to insufficient funds or closed accounts.

#### Option 2: Required Monthly Tuition Payment

- We will debit the monthly tuition amount only. You will need to pay any additional expenses that month by check or e-pay.
- Your monthly tuition payment will be debited on the 15th of every month, or the next business day if the 15th falls on a weekend or holiday.
- You will receive a monthly statement approximately 10 days prior to the debit as a reminder that your fixed monthly payment (tuition only) will be debited as agreed.
- ***Any unpaid balance for that month will accrue late charges.***

#### Option 3: Required Monthly Tuition Obligation plus an additional amount

- We will debit your monthly tuition obligation plus the additional amount you have instructed us to debit each month. You will need to pay any additional expenses that month by check or e-pay.
- Your monthly payment will be debited on the 15th of every month, or the next business day if the 15th falls on a weekend or holiday.
- You will receive a monthly statement approximately 10 days prior to the debit as a reminder that your fixed monthly payment (tuition plus additional amount of your choosing) will be debited as agreed.
- ***Any unpaid balance for that month will accrue late charges.***

### Annual Payment Option

#### Option 4: Entire Yearly Tuition Obligation to be paid in full

- If you prefer to pay your entire tuition obligation, please email [accountsreceivable@harker.org](mailto:accountsreceivable@harker.org) or call 408.553.5761 to discuss an arrangement. Tuition has to be paid before May 31 to avoid the monthly debit.
- If you choose, you can have incidentals automatically debited on a monthly basis; you will receive a statement showing the amount to be withdrawn approximately 10 days prior to the debit.

**Please complete the Automatic Bank Payment Enrollment Form on the back of this sheet and return it to [accountsreceivable@harker.org](mailto:accountsreceivable@harker.org).**

If you have any questions about this required debit plan, please contact Yevgeniya Kushnerova at 408.553.5768.



# THE HARKER SCHOOL

## AUTOMATIC BANK PAYMENT OPTIONS & ENROLLMENT FORM

Name of Account Holder (please print): \_\_\_\_\_

Type of Account: must be a checking account, not a savings account

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

No changes from the previous school year.

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Monthly Payment Options:  Option 1 - Current Statement Balance (monthly tuition amount plus any incidentals)

Option 2 - Required Monthly Tuition Obligation Only

Option 3 - Required Monthly Tuition Obligation plus an additional amount

Indicate additional amount \$ \_\_\_\_\_

Annual Payment Option:  Option 4 - If you intend to pay your entire yearly tuition obligation in full before May 31, please check this box, return the form, and contact Accounts Receivable at 408.553.5761 to make arrangements. If you would like incidentals to be automatically debited on a monthly basis please complete the form below.

Account holder's daytime phone number: \_\_\_\_\_

Student's Name: First Last Student ID # (Not SS#)

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By submitting this form, I/we authorize The Harker School to initiate credit and debit entries against the above elected account. I/We understand that this payment authorization will remain in effect until the account balance is paid in full, including instances where the child has graduated or withdrawn from the school or my student is no longer a financial aid recipient.

Note: If you bank with a credit union, you will need to call the credit union and ask whether your account is a checking account or savings account as it pertains to ACH payments. (Some checking accounts at credit unions are designated as savings accounts and funds are expressed in terms of shares. Unfortunately, we are not able to process savings accounts.)

Please complete and return to Accounts Receivable in the Business Office of The Harker School, 4525 Union Ave., San Jose, CA 95124