



## Tuition Installment Plan & ACH Authorization Agreement

As a duly authorized check signer on the financial institution account identified below, I authorize Excelsior Academy to perform scheduled periodic electronic funds transfer debits and/or credits from my account identified below for payments due or when applicable.

I understand that this authorization will remain in full force and effect to the agreed upon date. I agree to notify Excelsior Academy in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date in writing to POB 3116, Irmo, SC 29063 to cancel this authorization.

Furthermore, if any such electronic debit(s) should be returned by my financial institution as Non-Sufficient Funds (NSF), I understand that Excelsior Academy may at its discretion attempt to process the charge again within 30 days, and I agree to an additional \$35.00 charge by electronic debit from my account identified below for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment.

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*Depository Name*

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*Routing Number*

*Account Number*

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<i>Amount of Monthly ACH Debit</i>	<i>1<sup>st</sup> business day of each month</i>	<i>9/2/24</i>	<i>5/5/25</i>
<i>Date of Monthly ACH Debit</i>	<i>Start Date</i>	<i>End Date</i>	

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I understand and authorize the ACH debits listed above as evidenced by my signature below.

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*Authorized Name (Please Print)*

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*Authorized Signature*

*Date of Authorization*

**PLEASE ATTACH A VOIDED CHECK FOR ACCOUNT VERIFICATION PURPOSES.** Our tuition installment plan divides your tuition bill into 10 (ten) equal installments. To participate in the tuition installment plan we will need the first payment via check at Orientation along with a signed ACH Debit Authorization. Installment payments will be debited from your account on the 1st business day of each month beginning in September and will end after your last installment in May. There is a \$1.00 installment fee added to your payment each month.