

Automatic Tuition Payment Program Enrollment Form

Return to: Shady Lane
100 N. Braddock Avenue
Pittsburgh, PA 15208

Student's name _____

Parent/Guardian Name(s)

Street: _____

City _____ State _____ Zip _____

Phone (work): _____

Phone (home): _____

Email: _____

Name of bank or other financial institution:

Type of account : Checking Savings

Account Number _____

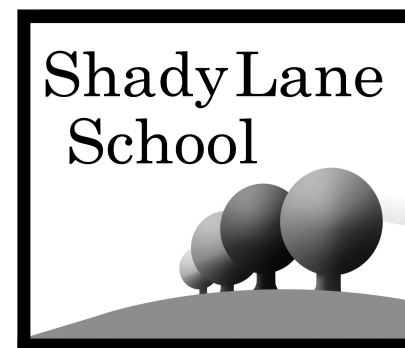
Amount of monthly withdrawal \$ _____

Note: For checking, please send a voided check. For savings, you must contact your financial institution to determine if your bank account can be used. If they tell you "yes," then ask for the ABA Routing Number.

ABA Routing Number _____

Signature _____

Shady Lane Automatic Tuition Payment Program 2010-2011



100 North Braddock Ave.
Pittsburgh, PA 15208
412-243-4040

www.shadylane.org

Make your life easier

Sign up for the Automatic Tuition Payment Program. It's a safe and convenient method of paying your tuition electronically.

Convenient

No checks to write—your tuition payment will be made whether you're on vacation, sick, or just too busy to spend time writing checks.

Safe, Secure, Reliable

Your automatic payment is processed through the Automated Clearing House Association, the same network employers use for direct deposit. This means you can be sure the system is safe and reliable. Your rights with Automatic Tuition Payment are protected by state and federal regulations.

Q. What is the Automatic Tuition Payment Program?

A. The Automatic Tuition Payment Program is a convenient, free and totally optional service that will make your life easier by automatically deducting your tuition payment from your checking or savings account. Your tuition payment will be transferred from your account on the 3rd of each month. If the 3rd falls on a weekend or holiday, the transfer will occur on the next business day.

Q. How do I know if my account is eligible for Automatic Tuition Payment?

A. Automatic Tuition Payment will work for virtually any checking account or savings accounts at any financial institution that is part of the U.S. Federal Reserve System. Feel free to verify with your financial institution.

Q. Are there any fees associated with Automatic Tuition Payment?

A. No fee is charged for this service.

Q. What if I change banks?

A. Contact Carolyn Simpson at Shady Lane at least two weeks prior to the tuition due date and provide a voided check from your new bank account.

Q. Is there anything I need to do to make Automatic Tuition Payment work?

A. The only thing you need to do is make sure sufficient funds are available to cover your tuition payment. We do the rest.

Q. Is the Automatic Tuition Payment Program available year-round?

A. No. The program is not available for the months of July, August, or September. Regular checks should be written for these months.

Q. How will I know if my tuition payment has been made?

A. Your payment will be clearly itemized on your online or telephone banking system or your monthly bank statement. Additionally, your monthly statements from Shady Lane will reflect your payment.

Q. How do I sign up for the Automatic Tuition Payment Program?

A. Complete the enclosed enrollment form and return it to Shady Lane with a voided check from your checking account or a withdrawal slip from your savings account.

Q. Who do I contact if I have a question regarding Automatic Tuition Payment?

A. **If you have questions, please contact Carolyn Simpson, Accounting Coordinator, at (412)-243-4040 ext. 17.**

Automatic Tuition Payment Program Terms & Conditions

By completing the reverse side, you authorize Shady Lane to initiate transfers from your designated checking or savings account to make tuition payments. Your signature also indicates your agreement to the following terms and conditions of the Automatic Tuition Payment Program.

1. Payment may be made from a checking or savings account from most banks in the United States.
2. The words "Auto Debit" will appear on your monthly Shady Lane statement to notify you that payment is set up for the Automatic Tuition Payment Program. Additionally, a message will be printed on your bank statement detailing the date and dollar amount of the transaction.
3. If there are insufficient funds in your account on the specified payment dates, Shady Lane reserves the right to take payment in whole or in part when funds become available.
4. This agreement will remain in effect until you notify us either in person or in writing to cancel it, allowing Shady Lane reasonable opportunity to act.
5. Requests to participate in the Automatic Tuition Payment Program cannot be honored without a signature and a voided check (for checking accounts) or ABA routing number (for savings accounts).
6. The Automatic Tuition Payment Program is not available for July, August, or September. These months must be paid by regular check only.