



# NEW COVENANT CHRISTIAN SCHOOL

*Developing the Leaders of Tomorrow in a Christ-Centered Environment*  
 Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456  
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## RECURRING PAYMENT AUTHORIZATION FORM

Schedule your tuition payment to be automatically deducted from your bank account or charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize us to make regularly scheduled charges to your checking/savings account or credit card, as indicated below, for tuition payments. We will email a receipt for each payment to you. Charges from us to your credit/debit card will appear on your monthly statements as "New Covenant Christian" and electronic withdrawals (also called ACH debits) we make from your bank account through our service provider, New Covenant Dominion Federal Credit Union, will appear on your monthly statement as "New Covenant Dom." No prior notice of the payment collection will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

### Please complete the information below to enroll in recurring tuition payments:

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I \_\_\_\_\_ authorize New Covenant Christian School to charge my credit/debit card or  
full name  
 to make a draft on my bank account for \_\_\_\_\_ on the \_\_\_\_\_ of each month for the payment of tuition starting in the month of  
amount day  
 \_\_\_\_\_ and ending in the month of \_\_\_\_\_.

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

### Checking/Savings Account

Checking       Savings


Name on Acct \_\_\_\_\_

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

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



### Debit/ Credit Card


Visa     MasterCard     Amex     Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

CVV Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Where to find CVV Code



## RECURRING PAYMENT CERTIFICATION AND AGREEMENT

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify New Covenant Christian School (NCCS) in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next tuition payment due date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that NCCS uses New Covenant Dominion Federal Credit Union (NCDFCU) to process automatic payments, and I authorize NCDFCU to withdraw money from my account on behalf of NCCS in accordance with this authorization form. I understand that because ACH debits are electronic transactions, these funds may be withdrawn from my account on the date of the above-noted periodic transaction dates, without delay. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that NCCS may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit/debit card or bank account and will not dispute these scheduled transactions with my bank or credit card company so long as the transactions correspond to the terms indicated in this authorization form.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_