



Joliet Catholic Academy
 1200 N. Larkin Ave
 Joliet, IL 60435
 815.741.0500

DIRECT DEBIT APPLICATION

For Payment of Tuition/Fees

Joliet Catholic Academy has a "direct debit" program for the payment of tuition and related costs for your student(s). The direct debit system authorizes JCA to debit your checking or savings account for all amounts billed by the school. To enroll in the Joliet Catholic Academy direct debit program, please complete the following and **please attach a voided blank check if you want your checking account debited or a savings deposit stub if you want your savings account debited.**

Please print all names appearing as authorized signers on the bank account specified below:

Name(s): _____

Mailing Address: _____

Daytime Phone: _____

Student(s)' Name/Account No. _____

By completing this form, I agree to the following:

1. The financial institution named below is authorized to pay tuition and related costs from my **checking or savings** account as specified.
2. **This authorization shall remain in full force and effect until I revoke it in writing addressed to the Joliet Catholic Academy Business Office.**
3. I understand that **I can stop payment** via the direct debit program **provided that such direction is given a minimum of 14 days prior to the due date** of payment due.
4. I understand that Joliet Catholic Academy may cancel this program at any time at its discretion. If this program is canceled, payment becomes due as indicated on the Tuition and Fee Payment Agreement and also in the Parent/Student Handbook via check, cash, credit card, etc.
5. I agree to release and hold harmless Joliet Catholic Academy from any and all damages resulting from, or in connection with, my participation in the direct debit payment program.

I (we) hereby authorize Joliet Catholic Academy to initiate debit entries for the payment of tuition and all related costs to my (our) **checking or savings** account **(circle one)** as indicated below at the depository financial institution so named and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. **ATTACHED IS A VOIDED CHECK OR DEPOSIT STUB FOR THE FOLLOWING FINANCIAL INSTITUTION:**

Depository name: _____ Branch: _____

City/State: _____ Bank account # _____

ABA/Bank Routing # _____ Checking / Savings account. **(Circle one)**

This authorization is to remain in full force and effect until the Joliet Catholic Academy Business Office has received written notification from me (us) of its termination in such time and such manner to afford Joliet Catholic Academy and the aforementioned Depository a reasonable opportunity to act on it.

Name(s): _____
 Signature _____ Date _____

Signature _____ Date _____

HOW THE DIRECT DEBIT PROGRAM WORKS

Joliet Catholic Academy has a "direct debit" program for the payment of tuition and related costs for your student(s). The direct debit system authorizes JCA to debit your checking or savings account for amounts billed by the school. To participate in this program please complete the reverse side of this form and send it along with a **voided** blank check or deposit stub from your financial institution.

Participants in the program will continue to receive a monthly statement from the school showing the amount due on their account(s). As a result, you will be able to confirm that the amount you're debited is equal to the amount due as presented on that month's statement. Please note the following:

1. Upon receipt of your application Joliet Catholic Academy will confirm the information you provide by running a "prenote" through our bank. The prenote process verifies the existence of the financial institution and the account number provided to JCA. No amount is deducted from your checking/savings account at this time. When the foregoing information is positively confirmed you will be established for paying tuition and related school charges via direct debit.
2. Your checking or savings account will be debited the due date upon which payment is due. Payment due dates are indicated in the Parent Student Handbook and the Tuition and Fee Payment Agreement Form. ***Do not send a check***, the Business Office doesn't cross reference cash/check payments with payers on the direct debit program.
3. When you receive your monthly statement, please review it. If you have any questions contact the Business Office immediately ***and no less than seven days prior to the last business day of the month***. This will reduce the possibility of your bank account being direct debited for an incorrect amount.
4. If we are unable to direct debit your bank account due to insufficient funds, account being closed, etc. at your stated financial institution, an ***NSF fee of \$35*** will be assessed along with any corresponding penalties that are charged to JCA by its bank. Additionally, ***any balance unpaid when due will incur a finance charge of 1½% per month***.
5. ***You recognize that it is your responsibility to notify the Joliet Catholic Academy Business Office of any changes in your checking/savings account status to prevent fees/penalties from being assessed as indicated in #4 above.***

Feel free to contact the JCA Business Office for any questions you may have regarding JCA tuition payment programs.

Edward R. Mayer, CFO/Business Manager
Mary Lou Catalani, Student Billing
1200 N. Larkin Ave.
Joliet, IL 60435
815.741.0500