

Agreement for Preauthorized Child Care Tuition Payments

University of Michigan-Flint Early Childhood Development Center



To have your child care tuition payments automatically withdrawn from your checking or savings account, complete the following information. If withdrawals will be made from your checking account, please **ATTACH A BLANK VOIDED CHECK/ DRAFT, or letter from your banking institution including account/routing numbers**, to this form and return it to:

UM-Flint Early Childhood Development Center 303 E. Kearsley St. 1313 William S. White Building Flint, MI 48502

If you have any questions, please contact Tara Hyatt at thyatt@umflint.edu. Please note that it will be necessary to verify your account information. Therefore, if you are submitting this form less than 10 days prior to the next scheduled withdraw, you are responsible for paying the current invoice by check.

Section I: Personal Information

Name on Account: _____
Last First Middle

Daytime Phone: _____

Email address where invoices will be sent: _____

Section II: Authorization

_____ New Authorization _____ Change Financial Institution or Change Account _____ Cancel

Payment will be deducted from my account: (Select One) Bi-weekly ____ (see calendar)
Monthly ____ (first Monday of month, see calendar)

Section III: Account Data

Financial Institution Name: _____

Routing Number (9 digits): _____

Account Number: _____

Type of Account: _____ Checking/Shared Draft _____ Savings

Section IV: I authorize the withdrawal of my child care tuition payments on a bi-weekly or monthly basis from the account indicated in Section III. I further agree to the following conditions:

1. The UM-Flint Early Childhood Development Center will withdraw the amount of bi-weekly tuition/payment from the account indicated in Section III on the day indicated in Section II. If I have chosen monthly tuition/payment, UM-Flint ECDC will withdraw the amount from the account indicated in Section III on the first Monday of each month (see calendar). Please note tuition payments are due in advance of care. This amount may change depending on additional charges such as extended care fees, late pick up fees, field trips, or other charges incurred during the tuition period. An invoice will be emailed in advance of the withdrawal, if requested. Credits to your account will be applied to your next tuition payment withdrawal chosen in Section II. Any potential refunds due at disenrollment will be paid via check.
2. This agreement is to remain in force until canceled by me via letter or a new "Agreement for Preauthorized Child Care Tuition Payments" form is submitted to UM-Flint ECDC. I realize that I cannot cancel this agreement with the UM-Flint ECDC by contacting my financial institution. Upon cancellation of this agreement, I will begin to make child care tuition payments by check if I continue to have my child(ren) enrolled at the UM-Flint ECDC. I understand that if I pay by check there will be a \$10 transaction fee charged to my account for every check that is processed.
3. Any change to or cancellation of this agreement must be received by the UM-Flint Early Childhood Development Center no less than 10 days prior to the scheduled withdrawal for it to take effect for the current tuition payment (i.e. in order to cancel or change payment made on November 1st, the change must be received by October 22nd).
4. I release the University and its employees from any liability to pay charges for insufficient fund transactions that result from my account balance being less than the tuition withdrawal. If I do not have sufficient funds in my account, I realize that I must make arrangements to pay the tuition as well as the \$15 late payment fee, within 10 days in which care is to be provided. I am responsible for any insufficient funds fee charged by my institution.

Signature

Date