Japhet School Credit Card Authorization Form

For Tuition, Before- and After-school Care,
and other incidental charges

Please complete the following form to allow Japhet School to automatically charge **tuition** and/or **latchkey fees** to your credit card. You may also elect to charge i**ncidental expenses** to your credit card on file throughout the school year as they occur. Please indicate your preferences below.

Japhet School uses Square to process credit card charges securely.

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___ Automatically charge **latchkey/milk/emergency lunch/bottled water invoices** to my card.

Refer to your Tuition Payment Agreement to write in the appropriate payment amount below.

___ **1-Payment Plan:** I authorize one payment of $_____ to be charged to my credit card on September 1st, 2020.

___ **2-Payment Plan:** I authorize two payments of $_____ to be charged to my credit card. The first payment will be on September 1st, 2020. The second payment will be on February 1st, 2021.

___ **10-Payment Plan:** I authorize ten payments of $_____ to be charged to my credit card on the 1st day of each month, September 2020-June 2021.

___ I do not wish to have tuition automatically billed to my credit card, but please keep this card on file for **future incidental expenses that I will approve as they occur.**

For Student Name(s): _____

Email to send initial invoice: _____

Credit card payments are securely processed via Square. **Your first invoice will include the statement below. Be sure to <u>check the box</u>,** enabling Japhet School to automatically charge the fees you authorize above. Our accounting office only sees the last four digits of your credit card number that Square keeps on file.

✓ Save my card on file with JAPHET SCHOOL

I authorize JAPHET SCHOOL to save my card securely with Square and automatically charge this card in the future as agreed until I cancel this authorization.

This is a screen capture. The message on the invoice from Square should say "Save my card on file with JAPHET SCHOOL. I authorize JAPHET SCHOOL to save my card securely with Square and automatically charge this card in the future as agreed until I cancel this authorization."