

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 **incidental 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.

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 August 16, 2021.

2-Payment Plan: I authorize two payments of \$_____ to be charged to my credit card. The first payment will be on August 16, 2021. The second payment will be on January 16, 2022.

10-Payment Plan: I authorize ten payments of \$_____ to be charged monthly, August 2021 - May 2022.

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 check the box**, 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."