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South Brunswick Community Education

Before and After School Program

Dear Parent,

Community Pass has a convenient **auto-payment** feature in the Before & After School Program payment system. If you enroll, the system will automatically charge your credit card on the 18th of each month in lieu of receiving the monthly invoice. Plus, you will never miss a due date or incur any late fees.

Please note that the Community Pass system can only charge your credit card on the billing date. Your payment cannot be scheduled for a different day of the month.

Follow these instructions to sign up:

Step 1 – You must have a credit card saved in your account. Log into your Community Pass account, then click the “My Account” link at the top left of the page, and select “Payment Methods”. Click the “Add Credit Card” link, enter in all required information, then click “Save Card”.

Step 2 – Fill out the attached Credit Card Authorization Form, and return to Community Education as directed on the form.

If your completed form is received in the Community Education office between the 1st and 10th of the month, auto-payments will commence on the next invoice date, which is the 18th of the month. If your completed form is received in the Community Education office between the 11th and the end of the month, auto-payments will commence on the following month's invoice date.

Ex A: If form is received on Dec 8th, auto-payments will start on Dec 18th.

Ex B: If form is received on Dec 15th, auto-payments will start on January 18th.

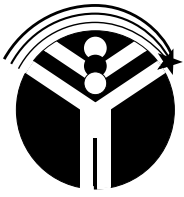
Step 3 – Look for a confirmation email from the Community Education office once we receive your form and auto-payment is activated.

The auto-payment feature is not available if you are receiving tuition assistance.

Remember, if you do not enroll in the auto-payment feature, your tuition is still due on the 25th of the preceding month. Late fees are assessed 7 days after the due date.

If you have questions about this new feature, please email Sylvia.Jenkins@sbschools.org or call 732-297-7800 x3190.

Thank You.



**South Brunswick Community Education
South Brunswick Township Public Schools
P.O. Box 701, Monmouth Junction, NJ 08852
732 297-7800 x3190 FAX 732-348-2110**

Before /After School Program Auto-Payment Credit Card Authorization Form 201- -2088

If your completed form is received in the Community Education office between the 1st and 10th of the month, auto-payments will commence on the next invoice date, which is the 18th of the month. If your completed form is received in the Community Education office between the 11th and the end of the month, auto-payments will commence on the following month's invoice date.

Ex A: If form is received on December 8, auto-payments will start on December 18.

Ex B: If form is received on December 15, auto-payments will start on January 18.

You will receive a confirmation email from the Community Education office when we receive your form and auto-payment is activated.

Please return this authorization form to:

FAX: 732-348-2110 Scan and email to: Sylvia.Jenkins@sbschools.org

Mail: South Brunswick Community Education, BAS Auto-Payments, P.O. Box 701, Monmouth Junction, NJ 08852

Parent's Full Name (please print legibly) _____

Home Address _____

Student's Name	Last	First	School
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Student's Name	Last	First	School
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Here's How Recurring Auto-Payments Work:

You authorize regularly scheduled charges to your MasterCard or Visa credit/debit card. You will be charged the monthly tuition due for the Before/After School Program plus any other fees incurred (ex. drop in, late pick up) **on the 18th of each month** through May 18, 2020. (Ex: Tuition for April 2020 will be charged on March 18, 2020.) A payment receipt will be emailed by the Community Pass system instead of receiving the monthly balance due bill.

Please complete the information below:

I _____ (full name) authorize South Brunswick Community Education to charge my credit card indicated below on the 18th of each month for payment of my Before/After School Program tuition/fees due.

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

I have saved the following credit card to my Payment Methods in my Community Pass account for the recurring payments. Credit Card expiration date must be June 2020 or later.

Visa MasterCard

Cardholder Name _____ Account # (last 4 digits) _____ Exp. Date _____

I understand that this authorization will remain in effect through June 2020, and I agree to notify South Brunswick Community Education in writing of any changes in my account information or termination of this authorization at least 5 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next or previous business day. For ACH debits to my checking account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of a transaction being rejected, I understand that I will be responsible for logging into my Community Pass account and making the payment due and updating the automatic payment method for the upcoming billing cycles and notifying South Brunswick Community Education. 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 card/bank card 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.

PARENT'S SIGNATURE _____

DATE _____