



Debit/Credit Card Authorization Form

I, _____, (card holder's name) hereby authorize **Glenforest School** to charge my debit/credit card listed below for payments pertinent to the 2022 – 2023 academic year for **tuition, accrued canteen, morning care, after-school care and/or other incidentals** (Clubs, ID replacement, folder replacement, fieldtrips, portraits, clothing, tickets, etc.) for my child, _____. I authorize a monthly payment of the total balance on the last business day of each month. I understand there will be an additional 3% charge on credit card payments.

DEBIT/CREDIT CARD

Card Type: (circle one) Visa Master Card Discover AMEX

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Number: _____

Expiration Date: _____ / _____ CVV: _____

Card Holder's Signature: _____

Date: _____ Phone# _____

A completed form must be on file for each enrolled student. A monthly statement will be sent to the contact on file 1-3 days before any payments are charged. This form will remain in effect until cardholder specifically revokes it in writing. It is the responsibility of the cardholder to notify Glenforest School when (i) a debit/credit card has been renewed resulting in a new expiration date and (ii) a card has been revoked, canceled, or stolen. If an account goes unpaid for more than 10 business days your child will have their canteen privileges revoked. There will be a late fee of \$35.00 per month charged on any payment that is not received within 10 days of the due date. Any modifications to the payment plan must be approved by the Head of School.