

# PRE – AUTHORIZED DEBIT AGREEMENT



PACIFIC CHRISTIAN SCHOOL  
EDUCATIONAL EXCELLENCE TO THE GLORY OF GOD

By completing this form, I authorize the **Victoria Christian Education Society (PCS)** to debit the bank account provided for all charges under my Tuition Agreement with Pacific Christian School. For the annual cost of personal education services, regular monthly recurring tuition payments will be debited from my bank account on the 1<sup>st</sup> day of each month (or the next business day) **OR** one annual recurring tuition payment will be debited from my bank account on the 10th day of September (or the next business day). Tuition rates are based on the most current tuition schedule approved annually at the VCES Annual General Meeting.

This authority is to remain in effect until Pacific Christian school has received written notification of its change or termination. This notification must be received at least 30 days before the next debit is scheduled.

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. For more information on recourse rights, contact your financial institution or visit [www.payments.ca](http://www.payments.ca).

**STUDENT NAME(S)** \_\_\_\_\_  
**and GRADE(S):** \_\_\_\_\_

**PAYMENT OPTION:**  1 Payment Pre-Authorized Debit (**Sept. 10**) **OR**  1 Payment by Cheque (**by Sept. 10**)  
 10 Month Pre-Authorized Debit (**September – June**)  
 12 Month Pre-Authorized Debit (**July - June**)

**TUITION PAYOR:** Name (First, Middle Initial, Last): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**\* IF THE TUITION PAYOR IS NOT THE STUDENT’S PARENT/GUARDIAN, PLEASE COMPLETE** for tax receipting purposes:

Home address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**I HAVE ATTACHED A VOID CHEQUE / BANK INFORMATION** (Bank Account Holder must match Tuition Payor name)

**By signing below:**

1. I acknowledge my financial obligation to the school. If during the course of the school year I intend to withdraw my child, 1 month’s notice is required or the following month’s tuition will be charged.
2. If the pre-authorized debit is unable to be completed by the school’s financial institution for any reason (for example, insufficient funds, account closed, stop payment placed on account, etc.) I understand that a \$25 administrative fee will be charged.
3. I understand and accept the terms of participating in this pre-authorized debit plan.

**Signature of Bank Account Holder:**

X \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**2024/25 Tuition Rates**

# of children	Grade(s)	Annual Tuition 2024/25	1 Payment Plan (by Sept. 10)	10 Month Plan	12 Month Plan
1	Elementary (K – 7)	\$8,600	\$8,428	\$860	\$717
1	Secondary (8 – 12)	\$10,360	\$10,153	\$1,036	\$864
2	Both Elementary	\$11,450	\$11,221	\$1,145	\$955
2	At least one in Secondary	\$14,680	\$14,386	\$1,468	\$1,224
3 or 3+	All in Elementary	\$12,700	\$12,446	\$1,270	\$1,059
3 or 3+	At least one in Secondary	\$15,770	\$15,455	\$1,577	\$1,315

## TUITION NOTES (KEEP FOR YOUR RECORDS)



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1. If you select the One Payment plan by cheque, your payment must be received by September 10 to be eligible for the 2.0% discount. Please make the cheque payable to Pacific Christian School and write your student's name on the cheque. *NOTE: if tuition is prepaid for the school year and a student withdraws, no tuition refunds will be granted after the tax receipt has been issued.*
2. Tuition is payable on the first day of each month via pre-authorized bank account debit. Parents are requested to return the form authorizing the school to debit their account, along with a void cheque for verification purposes.
3. You are encouraged to pay tuition in full or over the 10-month schedule if possible. Families who choose to pay over 12 months should be aware that the 12-month payment schedule begins July 1st and finishes June 1st. If a student withdraws at any time, July and August tuition payments are non-refundable.
4. If you need an alternative payment plan, you are required to submit a written proposal requesting exemption from automatic withdrawal and outlining the alternative plan for tuition payments. Each case will be considered individually. PCS has the right to cancel this authorization at any time.
5. Families starting after September 1 must complete the pre-authorized agreement form, along with a cheque for the first month's tuition fee, and return it to the office before their children start school.
6. PCS does not accept credit cards or e-transfers for tuition payments.
7. If the pre-authorized debit is unable to be completed by PCS' financial institution for any reason (ex. insufficient funds, account closed, stop payment placed on account, etc.), a \$25 administrative fee will be charged.
8. Ongoing failure to maintain a current tuition account and the ability to meet the financial obligations of the chosen payment plan may result in the release of the student.
9. When a student leaves PCS for any reason, all unpaid accounts remain due to the school, even after graduation.
10. Parents are required to give a minimum of one full school month's notice of a student leaving, or the following month's tuition will be charged. This means that families who notify us after June 1 that their children will not be returning to PCS in September will be responsible for the first month's tuition fee of the following school year. Notification of withdrawal must be done by submitting the online [Withdrawal Form](#).
11. Continuous enrolment for the following school year is dependent upon your tuition account being up to date. Any arrears must be paid (or a satisfactory payment plan in place) by June 30<sup>th</sup> of the current school year.
12. A charitable donation receipt for income tax purposes will be issued to the tuition payor on an annual basis.