



INSTRUCTIONS

- This form is required for all families. Tuition payments will be processed automatically from a checking or savings account. There is no cost to you for this service. If you wish to make payments via credit/debit card, please contact the school office.
- Once the form is completed; save it to your device and email it to admissions@tls-hawaii.org.
- If you have any questions, please contact Alissa Baligad, Business Manager.

ENROLLMENT STATUS

Check the appropriate box:

- New enrollment/authorization** (requires copy of voided check or savings account deposit slip)
- Change in bank account** (requires copy of voided check or savings account deposit slip)
- Change in authorized amount**

ACCOUNT HOLDER

Last Name First Name Middle Initial

Mailing Address City

State Zip Code

Email Phone

ACCOUNT INFORMATION

New enrollment or change in account number requires a voided check for checking accounts or a bank issued deposit slip for savings accounts. Please email a PDF copy to Alissa Baligad, Business Manager, abaligad@tls-hawaii.org.

Payments will be taken from:

- Checking (email a voided check)**
- Savings (email bank issued deposit slip)**

Routing Number Account Number

PAYMENT SCHEDULE

Select the payment schedule you will use for automatic tuition payments:

- Annual**, July 15, 2024
- Semesterly**, July 15 & December 15, 2024
- Quarterly**, July 15, October 15, 2024 & January 15, and April 15, 2025
- Monthly**, 10 tuition payments on the 15th of each month starting July 15, 2024 through April 15, 2025

With your authorization, your account may be used to pay for lunch charges and miscellaneous fees throughout the 2024-2025 school year.

Account Holder's Initials

REQUIRED AUTHORIZATION

I authorize Thrivent Financial for Lutherans and Vanco Services, LLC to automatically withdraw payments from my account. I have provided a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate the authorization.

Account Holder Signature

Date

FOR OFFICE USE ONLY

Account ID

Entered into Vanco

By

Total Annual Tuition

Number of Payments

Amount of Each Payment

Date of First Payment

Date of Last Payment

Notes