

**Roland Park Country School, Inc.  
Direct Debit Program**

Roland Park Country School is pleased to offer the payment option of direct debit from your bank account. This plan is offered as a convenience for our families and unlike some of the other tuition options, there is no set up fee. We offer the following options:

**Tuition only direct debit**

- 1) Traditional Payment Plan – 65% due August 1<sup>st</sup>; 35% due December 1<sup>st</sup>
- 2) 10 Payment Plan – begins in April for 2008-2009 Academic Year with equal monthly payments.

**Incidental charges including Bear Essentials account and other School fees**

Option #1- Entire monthly balance is directly debited from your bank account on the last business day of the month. How will this work?

- Each month you will receive your statement in the mail as usual.
- The balance on that statement will be taken out of the bank account you designate on the last business day of that month.
- When you receive your statement the following month you will see the payment applied along with any new charges.
- Example: You receive your September statement on October 7<sup>th</sup>. The balance on that statement will be taken out of your account on October 31<sup>st</sup>.
- Please note – once you enroll in this program you have to inform us, in writing, 15 days prior to the last business day of the month, if you wish to withdraw from the program.

Option #2 - Each month you submit a form to have the balance on your statement deducted from your bank account. How will this work?

- This option works the same way as option #1 except you have to complete a form each month to have your balance deducted from your account. It will not automatically happen each month.
- If you choose this option, please make copies of the enclosed Authorization Form for Option #2.
- Each month, upon receipt of your statement, complete one of the Option #2 forms and return it to Joan Pare', along with your remittance slip, at least 5 days prior to the last business day of the month. If your Depository/Bank and account number remain the same, the voided check is only required the first time you submit the form.
- The amount you designate will be directly debited from your bank account on the last business day of the month.

*If you have any questions regarding this program, please contact Duncan Booth or Joan Pare' at 410-323-5500.*