Georgia Preparatory School Inc
7188 Turner Lake Circle SW
Covington, GA 30014
(Ph) 770-922-4636
(Fax) 770-922-4636

GEORGIA PREPARATORY SCHOOL INC.

AUTO DEDUCTION AUTHORIZATION FORM

Effective date of authorization: _____/_____/_____

Type of authorization: ☐ New authorization ☐ Change payment amount ☐ Change payment date ☐ Change banking information ☐ Discontinue electronic payment

Last name: _____ First name:_____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

CONTRACT TOTAL: _____

MONTHLY PAYMENTS:		**SEMI MONTHLY PAYMENTS:**	
Date for Monthly withdrawal (please check one):	☐ 1st ☐ 15th		
Date of first payment:	_____/_____/_____	Date of first payment:	_____/_____/_____
Date of last payment:	_____/_____/_____	Date of last payment:	_____/_____/_____
Amount of monthly payment:	$_____	Amount of monthly payment:	$_____
Amount of last payment:	$_____	Amount of last payment:	$_____
Total number of payments:	_____	Total number of payments:	_____

Credit Card		
	Please charge my payments to my (check one): ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Card	
	Credit Card Number:	Exp. Date:
	Name on Card:	CVV ( )
	Billing Address (if different from above):	
	I authorize the above practice to charge my credit card in accordance with the information above. Signature (as it appears on the credit card): _____ Date: _____	

Tuition and fee transactions are to be paid via **AUTOPAY ONLY**. All student accounts must be kept up to date. If you have arranged an alternative payment plan with the Finance Department, you must follow your customized payment agreement.

If your first transaction is declined via Autopay (debit or credit card), you will have the opportunity to pay with one (1) additional debit or credit card on the following day of school. If the second transaction is declined a $35 fee will be added to the balance owed on the above account. In addition, your account will be charged a late fee of $20.