



Automatic Payment Authorization

We request your tuition and any other fees be charged automatically to your credit or debit card each month. ***For credit cards, an additional 3% fee will be added to your payment every month**

1. On the first each month we will charge your student account for the month's tuition.
2. On the **fourth** of each month your credit/debit card will be charged the balance on your account.
3. We accept Visa, Mastercard and Discover. *We do not accept American Express.*

How to sign up for this service:

1. Complete the attached Credit/Debit Card Authorization.
2. Submit the Authorization form to the business office staff.
3. Service will continue through the school year or until the office is notified in writing that you would like to discontinue.

***If you used the Automatic Payment Plan previously, please complete this form again for the 2021 school year.**

Credit Card Authorization

I authorize UCiC Learning Center to charge my credit card monthly for the account balance.

Card Number

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Expiration Date

Security ID

Billing Zip Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Print Name _____

Phone Number _____

Billing Address (Street, City, State, Zip) _____

Parent E-mail 1 _____

Parent E-mail 2 _____

Signature _____

Student Name _____