

Debit Drafts:

In an effort to provide you with an easier and more convenient method for making payments during the school year we are offering a plan permitting HGBCS to Debit Draft your checking or savings account with a monthly draft.

During the months of August – May

Debits would be scheduled to occur on one of the following dates of your choice:

_____ 2nd of each month (No additional charge)

_____ 11th of each month (No additional charge)

_____ 16th of each month (\$10.00 Late Fee)

The following charges would be covered: Tuition, Activity Fee, Bus Fee and Before/After School Charges. Due to Before/After School having pro-rated charges during 3 of the 10 months the total yearly charge would be divided into 10 equal payments by the finance department.

What are the advantages?

Auto drafting payments from a checking or savings account eliminates writing checks, locating or purchasing stamps, mailing payments, remembering due dates, missed payments and last minute stops to the finance department. Each draft occurs on the same pre-determined date each month. You will still receive your normal statement as your verification of charges and payments monthly. **This service comes free** to you with no charges for the draft.

Requirements:

- **Must have a checking or savings account**
- **Complete and sign a Deduction Authorization Form**
- **Allow five business days for the finance office to process your request and run a Prenote test to your financial institution**
- **Must notify HGBCS prior to terminating Debit agreement**

*HGBCS will charge a \$15.00 service charge to your school account when notified that funds are not available from your bank account due to Non-Sufficient Funds, Stop Payment or Closed Account status.

If you are interested in signing up for a Debit Draft and are unsure of your charges you may request your charge breakdown by contacting Sandra Smith in the School Finance Department at **704-566-7518** or by e-mailing sandrasmith@HGBC.org

Please print and complete the appropriate form as directed. Those currently using our Debit Draft program will also need to print and complete the form, but will be required to complete Section A and B only.

Applications must be received by July 15th in order to be activated for the 1st payment on August 1st. Applications received after July 15th will be processed in time for the September draft and would require August's payment to be paid by check. Drafts are processed August – May.

Return all applications to: **HGBCS Finance Dept.** / Attn. Sandra Smith (please **do not place in the U.S. Mail if completing Section C**, bring by the school and place it in the Payment Drop Box outside the Main School Office or give to Sandra Smith located on the 3rd floor of the Main Education Bldg.