



## Preschool 2023-24 Tuition Authorization

As a convenience for parents, and to help reduce our administrative costs, Light of Christ Preschool will schedule tuition payments as monthly withdrawals from your checking account.

**Please enter your checking account information as payment method via  
[locchurch.churchcenter.com](http://locchurch.churchcenter.com)**

Your payment method needs to be entered before tuition payments can be scheduled.  
See the attached Instructions "Payment Method for LOC online transactions"

**Please add your online payment method AND return this authorization form**

(Returning families should already have their payment method entered but still need to return this form)

**\* Deadline is June 30, 2023 \***

Return form to: Vicki Barmore, email: [vickib@locchurch.com](mailto:vickib@locchurch.com)

Mail: 1700 Longmeadow Pkwy, Algonquin, IL 60102 or bring to the church office Mon-Fri 8:30-4:30

### Check the Class(es) for enrollment:

Monthly Tuition		
<input type="checkbox"/>	\$385 4's: M-F 8:45-12:00 (Kindergarten Readiness)	Child's Name: _____
<input type="checkbox"/>	\$280 4's: M/W/F 8:45-12:00 (Kindergarten Prep)	Child's Name: _____
<input type="checkbox"/>	\$85 4's: Mon (add-on) 12:00-12:00 (Enrichment M)	Child's Name: _____
<input type="checkbox"/>	\$85 4's: Wed (add-on) 12:00-12:00 (Enrichment W)	Child's Name: _____
<input type="checkbox"/>	\$155 4's: Mon & Wed (add-on) 12:00-2:00	Child's Name: _____
<input type="checkbox"/>	\$245 3's: M/W/F 9:00-11:30 (Discovery)	Child's Name: _____
<input type="checkbox"/>	\$200 3's: T/Th 9:00-11:30 (Explorers or Adventures)	Child's Name: _____
<input type="checkbox"/>	\$175 2's: T/Th 9:00-11:00 (Quackers)	Child's Name: _____
<input type="checkbox"/>	\$85 2's: Wed 9:00-11:00 (Ducklings)	Child's Name: _____

### Select Date of Tuition Payment:

<input type="checkbox"/>	2 <sup>nd</sup> of each month	<u>Automatic monthly payments begin in August 2023.</u>
<input type="checkbox"/>	16 <sup>th</sup> of each month	<u>The last payment month will be April 2024.</u> (9 months total)

☐ I understand the monthly payment dates.

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I authorize Light of Christ Lutheran Church to debit my account for the amount(s) indicated above.  
I understand that I can contact Light of Christ Church at any time to cancel any future payments.

**Note: If your payment method is a Debit/Credit card, an additional 2.5% of the monthly fee will be added to cover the increased processing fee charged for card transactions.**

**Billing**

Name: \_\_\_\_\_

**Contact**

Address: \_\_\_\_\_

**Information**

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- You will receive an email payment receipt every month & a notification
- If you have any questions about the automatic payment process please contact Vicki Barmore, Light of Christ Financial Administrator, at 847-658-9250 x14 or [vickib@locchurch.com](mailto:vickib@locchurch.com)

# Church Center- Light of Christ

## Instructions for **PAYMENT METHOD** for online transactions

https://locchurch.com

Light  
Christ

LOC website: locchurch.com select: Church Center

Or

direct link to the login page:

https://locchurch.churchcenter.com/login

### Questions or problems?

Contact

Vicki Barmore

Financial Administrator

vickib@locchurch.com

847-658-9250 x14

Light  
Christ

To get started, enter your mobile number.  
We'll send you a code you can use to log in or create an account.

888-555-1212

By continuing, you agree to Planning Center's Terms of Service and Privacy Policy.

Next

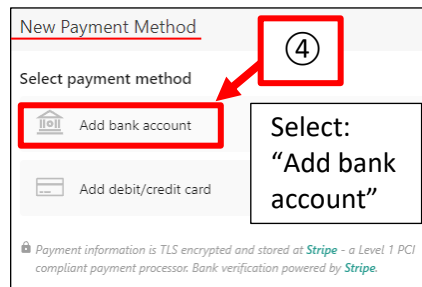
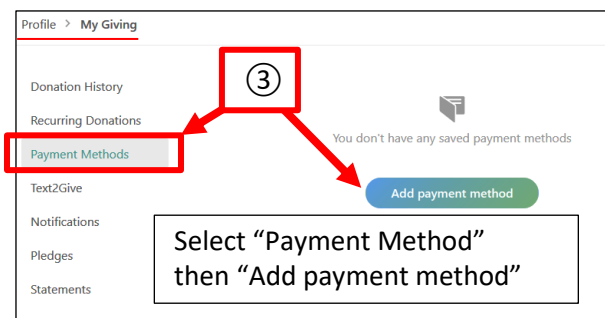
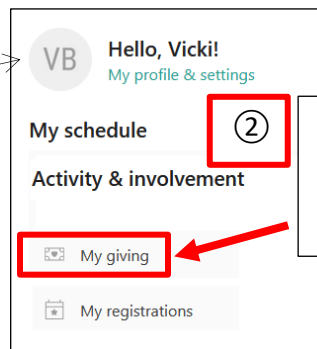
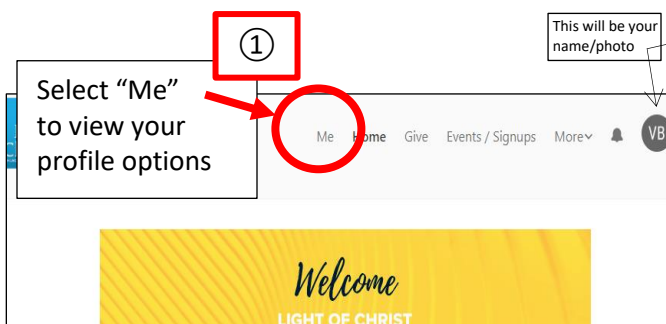
Use email address instead

Enter a cell # or email to access your profile or create a profile

Note: the LOC Church Center App can also be used.

The screens vary slightly but the process is similar.

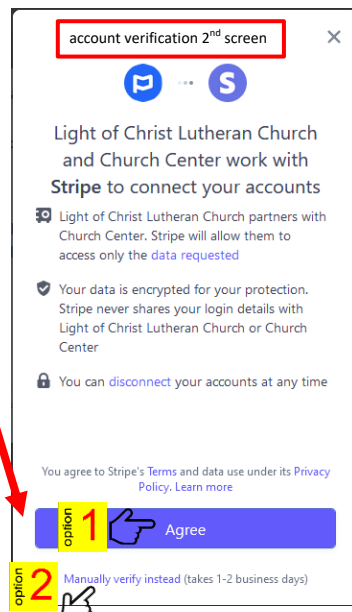
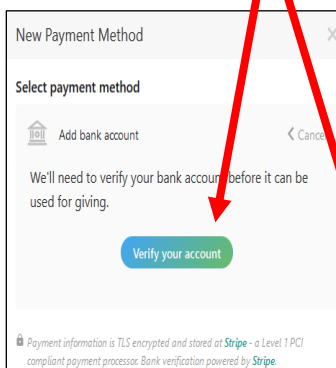
**Follow the steps below to add a payment method to your profile:**



Payment method: Bank Account: Lowest processing fees, but requires account verification by the user

Debit/Credit Card cards don't require verification, but the processing fees are higher

### Account Verification needed when adding a bank account



### Choose the appropriate verification process:

**option 1** Select "Agree" for instant/online verification the next screen guides you to log into your bank account (Most major banks can be verified instantly)

OR

**option 2** Select "Manually Verify Instead" your bank Routing Number & Account Number are entered on the next screen

- Manual verification sends a \$0.01 micro-deposit to your account. This will take 1-3 days to complete.
- The micro deposit will have a six-character SM-code that you will need to use to complete the verification process. (Enter the code on the Payment Methods screen)  
You have 10 days to enter the SM-code, otherwise the bank account must be deleted and start the process again.