



Preschool 2024-25 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**

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 still need to return this form (the payment method should already be entered)

*** Deadline is June 30, 2024 ***

Return form to: Vicki Barmore, email: vickib@locchurch.com

Mail: 1700 Longmeadow Pkwy, Algonquin, IL 60102 or bring to the church office Mon-Fri 8:30-4:00

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 nd of each month	<u>Automatic monthly payments begin in August 2024.</u>
<input type="checkbox"/>	16 th of each month	<u>The last payment month will be April 2025.</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

Church Center- Light of Christ

Instructions for **PAYMENT METHOD** for online transactions

Questions or problems?

Contact: Vicki Barmore
Financial Administrator
vickib@locchurch.com
847-658-9250

LOC website: locchurch.com select: Church Center

Or

direct link: <https://locchurch.churchcenter.com/login>

Note: the LOC Church Center App can also be used.
The screens vary but the process is similar.

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

①
Select "Me"
to view your
profile options

"My Profile &
Settings" screen:
Scroll down
select
"My Giving"

③
"My Giving" Screen:
Select "Payment Method"
then "Add payment method"

④
Select:
"US bank account"

Select one of the bank
icons or use the "search
for your bank" box
Then select
"Add payment method"

There will be a series of screens
that guide you to log into your bank
account. (Stripe, is our processing
company)
Once the verification is complete
you will see your bank account on
the Payment Method screen.

**IF YOU DO NOT FIND YOUR BANK
GO TO STEP 6**

Payment method: Card (Debit/Credit)
cards don't require verification, but the processing fees are higher

Verification screens:

Stripe "Success" screen:
select "back to Light of Christ Church"
You will see your checking account added to
your "My giving - Payment methods"

You must
choose
"Allow"

⑥
If you do not
find your bank
in Step 4 & 5 or
can't log in to
your bank
account
manually verify
your account.

⑦
Manually Enter Bank Details – enter your
bank Routing Number & Account Number
and "Submit"

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- a \$0.01 micro-deposit is sent to your account. This may take 1-3 days to complete.
- The micro deposit will have a **six-character SM-code**. Use the code to complete the verification process.
- Log in, go to Payment Methods
- select Verify Account and enter the code. You have 10 days to enter the SM-code, otherwise the bank account must be deleted and start the process again.