



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 add 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 for Payment Method for online transactions"

Please add your online payment method AND return this authorization form

Returning families need to return this form for the new school year (your payment method should already be set up)

*** 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"/>	\$400	4's: M-F 8:45-12:00 (Kindergarten Readiness)	Child's Name: _____
<input type="checkbox"/>	\$305	4's: M-TH 12:30-3:00 (Kindergarten Bound)	Child's Name: _____
<input type="checkbox"/>	\$285	4's: M/W/F 8:45-12:00 (Kindergarten Prep)	Child's Name: _____
<input type="checkbox"/>	\$90	4's: Mon (add-on) 12:00-12:00 (Enrichment)	Child's Name: _____
<input type="checkbox"/>	\$90	4's: Wed (add-on) 12:00-12:00 (Enrichment)	Child's Name: _____
<input type="checkbox"/>	\$170	4's: Mon & Wed (add-on) 12:00-2:00	Child's Name: _____
<input type="checkbox"/>	\$260	3's: M/W/F 9:00-11:30 (Discovery)	Child's Name: _____
<input type="checkbox"/>	\$205	3's: T/Th 9:00-11:30 (Explorers or Adventures)	Child's Name: _____
<input type="checkbox"/>	\$180	2's: T/Th 9:00-11:00 (Quackers)	Child's Name: _____
<input type="checkbox"/>	\$90	2's: Wed 9:00-11:00 (Ducklings)	Child's Name: _____

Select Date of Tuition Payment:

2nd of each month

Automatic monthly payments begin in August 2024.

16th of each month

The last payment month will be April 2025. (9 months total)

I understand the monthly payment dates.

initial

• I understand that for a **Debit/Credit card** payment an **additional 2.5% fee** will be added to the monthly tuition. (This covers the increased processing fee charged for card transactions).

• I authorize Light of Christ Church to debit my account for the class(es) indicated above.

initial

• I understand that I can contact Light of Christ Church at any time to cancel any future payments.

Billing Contact Information	Name: _____
	Address: _____
	City, State, Zip: _____
	Email: _____
	Phone: _____

- You will receive an email payment receipt every month.
- If you have any questions about the payment process please contact Vicki Barmore, Financial Administrator, at vickib@locchurch.com or 847-658-9250.

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"

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"

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.

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

- 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.