



## Ivy League School, Inc

### PAYMENT INSTRUCTIONS (2023-2024)

**Invoices** will be **e-mailed** to the address provided upon enrollment in accordance with our green initiative.

#### Payment instructions:

- 1) Credit Card or ACH (e-check) – fill out an Ivy League School, Inc payment authorization form for credit card payments or ACH (e-checks). If you would like to set up automatic payments, please sign the bottom line of the form in addition to the payment signature line. The completed form can be either mailed to 211 Brookside Drive, Smithtown NY 11787 attn: Mike or emailed to [mike@ivyleaguekids.com](mailto:mike@ivyleaguekids.com). The original will be destroyed (shred) once payment is completed. All emails containing credit card information are deleted.
- 2) Call in a Credit Card or ACH payment to Mike @ 631-265-4177 ext. 2007.
- 3) Check – Mail your payment made payable to Ivy League School Inc. to 211 Brookside Drive, Smithtown NY 11787 and include your students name in the memo. Please allow 5 days for mailing.
- 4) If you have a special circumstance, please contact the office to make an appointment.

The Ivy League School, Inc Payment Authorization Form is attached

#### Disclosure:

Payments for the Pay-In-Full option are due June 1, 2023.

Payments for the Installment option are due from June 1, 2023, through April 1, 2024.

A late payment fee of \$40.00 will be assessed after a 3-day grace period.

A 3% convenience fee will be charged for all credit card payments.



Ivy League School, Inc

**PAYMENT AUTHORIZATION FORM (2023-2024)**

11 Installments due the 1<sup>st</sup> of every month from June 2023 through April 2024.

A \$40 late fee is assessed after a 3-day grace period.

A 3% convenience fee will be charged for all credit card payments.

Today's Date \_\_\_\_\_

Payment Amount \$ \_\_\_\_\_

Student Name(s) \_\_\_\_\_

Parent Name(s) \_\_\_\_\_

Please Select Payment Method:

Visa     MasterCard     American Express     Discover

Credit Card Number \_\_\_\_\_ CVV: \_\_\_\_\_ Exp. \_\_\_\_\_

ACH Payment (E-Check) Routing Number \_\_\_\_\_ A/c Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Account Holder Name \_\_\_\_\_

Account Holder Signature \_\_\_\_\_

Automatic Payments

If you would like your monthly tuition installments automatically billed to the method selected above, please sign here \_\_\_\_\_

The completed document should be emailed to [mike@ivyleaguekids.com](mailto:mike@ivyleaguekids.com) or mailed to Ivy League School Inc., 211 Brookside Drive, Smithtown, NY 11787.