



Ivy League School, Inc

PAYMENT INSTRUCTIONS (2022-2023)

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. 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, 2022.

Payments for the Installment option are due from June 1, 2022, through April 1, 2023.

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 other than the initial school deposit.



Ivy League School, Inc

PAYMENT AUTHORIZATION FORM (2022-2023)

11 Installments due the 1st of every month from June 2022 through April 2023.

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

A 3% convenience fee will be charged for all credit card payments other than the initial school deposit.

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 or mailed to Ivy League School Inc., 211 Brookside Drive, Smithtown, NY 11787.