



MEI Schools Finance & Administration
4081 Clearbrook Road Abbotsford, BC V4X 2M8
T 604.859.3700 F 604.859.9206
EMAIL: finance@meischools.com

Customer# (Office Use)

DONOR TUITION PAYMENT AGREEMENT FORM

To contribute toward a MEI Student's tuition requirement, complete Customer Information along with Section A OR Section B.

Customer Information/Tuition Payer (Please print clearly)

Individual

☐

Business

☐

Payer's Legal Name (Last, First, Initial) _____ , _____

OR

Payer's Business Name _____

Mailing Address _____

Telephone Contact _____

Email _____

Student's Name (Last, First) _____ Grade (In Sept) _____

Tuition Contribution Amount \$ _____ One time _____ Perpetual Contribution until Notified _____

A. Bank Account Information

Auto-withdrawal choice of Monthly or Annual.

(Attach a Void cheque or EFT bank form, only one is required if completing multiple student forms with same account.)

Account Number _____ (maximum 12-digits)

Branch/Transit Number _____ (5-digits) Institution Number _____ (3-digits)

*Account Holder Signature _____ Date _____

Signature authorizes Terms & Conditions as outlined on the reverse side of this form

MEMO	PER
254	01700
803	87
10327	

Cheque Number Transit Number Financial Institution Number Account Number

Bank Account Payment Options:

Monthly – 1st Day

☐

Annually - Sept 1st

☐

B. Credit Card Information

Auto-withdrawal September 1st. Please contact our office finance@meischools.com if you receive a replacement credit card.

VISA/Mastercard # _____

Expiry Date ____/____ CVV/CVC# _____ (3 digits on back of card)

Card Holder's Name _____

*Card Holder Signature _____ Date _____

Signature authorizes Terms & Conditions as outlined on the reverse side of this form.

Students Equipped for Life and Forever

***TERMS & CONDITIONS**

I/we authorize Mennonite Educational Institute Society (operating as MEI Schools) to debit the bank account or credit card identified on the reverse as per my/our instructions for monthly recurring payments and/or one-time payments from time to time, for payment of tuition and other related fees arising under my/our MEI Schools tuition account. Regular monthly tuition payments for the cost of personal education (as set out in the current Tuition Schedule & Policies document as found *meischools.com*), will be debited to my/our account on the 1st day of each month or the next business day (September to June), or in the case of credit cards on the 1st day of September or the next business day. **I/we hereby waive the standard pre-notification period.**

I/We may revoke this authorization at any time and it will remain in effect until I/we provide MEI Finance Office notification of its change or termination. This notification must be received at the school office provided above no less than ten (10) business days before the next debit is scheduled. I/we may obtain more information on my/our rights to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

I/We have certain recourse rights if any debit or payment does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca. Please contact the Finance Office for all reimbursements.

TUITION RATES & POLICIES

- Tuition rates are posted on MEI Schools website annually at the beginning of June for the upcoming school year.
- MEI Finance considers the Parent or Guardian registering the student(s) as the primary account holder, therefore responsible to fulfill financial obligations associated with their students' attendance at MEI Schools.
- Tuition Accounts with Donor or Alternate Payer contributions are required to complete a "Tuition Donor Payment Agreement Form" and submit prior to June 30th.
- Late payments and NSF's are subject to administration charge. Current rate listed on website and future rate changes apply.
- Students withdrawing from MEI Schools must give 30 days' notice or pay a full month's tuition. The withdrawal process notification should be given to the student's corresponding School Administrative Office.
- Students who transfer in before the 16th of the month will be charged a full month's tuition, those after 15th will be charged half a month's tuition.
- Tuition accounts are expected to be in good standing before payments for extra-curricular activities will be accepted and applied to those activities.
- Continued failure to make timely payments may result in the student being asked to leave MEI Schools. If a family is unable to comply with policies or payment schedule, they should communicate any extenuating circumstances to MEI Administration and Finance Office.
- For full details regarding MEI's Tuition Payment & Policies including a Tuition Fee Guide, Discounts, Payment Forms and Church Declaration Forms visit www.meischools.com/about/applications-and-tuitions.
- To update or make changes to account information, credit card information or tuition payment method, please contact finance@meischools.com. Minimum notice of ten (10) business days are required for changes to take effect.
- Questions regarding submission or tuition payment instructions should be directed to finance@meischools.com.