



**2012-13**

Keep this page for future reference.

# Tuition Information Sheet

**Important updates for 2012-13:**

- Financial Assistance available for 2012-13 will be less, so on-time registration is essential.
- Priority for enrollment and tuition assistance will be given to families who register by **February 10, 2012**.
- We've kept the tuition increase to a minimum of 3.5%.
- All registration forms are to be turned in to Shelley Wautlet in the TCCES Business Office, 1050 Zephyr Drive, Neenah.

**Registration Fees**

A \$50 non-refundable registration fee for each student is required with all registration forms (family max \$150). After the registration deadline, the fee increases to \$75 per student. New families registering after 2/10/12, will have 30 days to pay registration fees before the fee increases to \$75. Registration fees are not deducted from tuition.

**Tuition Fees**

Tuition fees are assessed at the beginning of the fiscal year. Bi-annual/per participation fees, such as sports fees will be assessed on a semi-annual or seasonal basis. Tuition is due in full by June 30, 2013. Tuition for SMC Seniors must be paid in full by their graduation date. For billing and refund purposes, the school year is divided into 10 months (August to May).

**Tuition Payments**

Each family is responsible for making arrangements to either pay in full upfront or to enroll in the monthly payment plan.

1. **Pay in Full Upfront**

To pay in full upfront, the tuition balance is due in full by 8/03/12 (or 30 days after registration for new families). If you choose this plan, your tuition statement will be mailed to you for payment in July. A *prepay discount* is available. Subtract a flat \$100.00 as a family discount for paying in full by 8/03/12. Each student's tuition fees must be paid completely for this \$100 family credit. (Seton families may exclude the \$200 Parent Involvement Fee from payment if they plan to acquire the volunteer hours at Seton.) Prepay discount is not available on preschool tuition.

2. **Monthly Payment Plan**

TCCES uses an **ACH direct withdrawal payment plan**. Families arrange for monthly payments via direct checking or savings account withdrawals. Families may choose to extend payments for up to 12 months (July-June).

**Returning families** who are already enrolled in our monthly payment plan, can sign the box on the Registration Form authorizing TCCES to continue with the ACH withdrawals.

**New families** (and those not enrolled in our monthly payment plan) will need to complete an enrollment form.

**ACH enrollment forms** are included in the TCCES Registration Packet and are available at the TCCES Business Office or on our website [www.tcces.org](http://www.tcces.org) under Admissions.

TCCES Grade or Class	2012-13 FEES
Half-day Kindergarten	\$1250
Kindergarten - Grade 5	\$2495
Middle School Grades 6-8	\$3250
High School Grades 9-12	\$5265
Out-of-Parish Tuition Fee	Add \$1000 per full-day student
Multi-Child Grant <i>You must complete the Grant Application to apply for this credit</i>	\$150 Beginning with 2nd full-day student
<i>Additional fees: Seton Parent Involvement and TCCES Family Fundraising Fee</i>	See Registration Packet

Actual cost of education/student: Elementary K-5 ... \$4,628  
Middle School 6-8 ... \$6,554  
High School 9-12 ... \$8,810

**Seton Parent Involvement Fee**

Each family with a student at Seton will be assessed a \$200 Parent Involvement Fee. Credit can be earned by volunteering for various events, activities, etc. Contact the Seton school office for more details.

**TCCES Family Fundraising Fee**

Each family with a student in K-12 will be assessed a \$100 Family Fundraising Fee. Credit towards this fee can be earned by buying or selling \$100 or more in Jumbo Gumbo tickets or by donating \$100 or more to the TCCES Annual Fund.

The Family Fundraising Fee does not replace the Seton Parent Involvement Fee.

**In- or Out-of-Parish**

TCCES parishes require that families who are billed at the in-parish tuition rates must be active parishioners. Active parishioners are those who are registered members of a TCCES-supporting parish. Active membership involves worship, service and financial support of the parish. The parishes determine active status. The Out-of-Parish rate is an additional \$1000 per full-day student.

(Continued)

## ***Tuition Information Sheet (continued)***

### **Tuition Assistance/Scholarship Applications**

TCCES and its supporting parishes are committed to providing a quality, Catholic education to all students regardless of their financial situation.

Tuition Assistance Applications for 2012-13 will be mailed with registration paperwork and will be available at each school in January 2012. To apply, a family must complete the application and return it with a copy of their most recent W-2's and tax forms to the TCCES Business Office by February 10th. Applications received in the TCCES Business Office by **February 10, 2012** will be given priority. Applications are strictly confidential.

TCCES is not able to offer assistance, scholarships, grants or financial aid to preschool, pre-kindergarten or half-day kindergarten students.

### **Multi-Child Grant Applications**

Any family who wishes to receive a multi-child credit must complete the Multi-Child Grant Application. The grant is \$150 beginning with the 2nd full-day student available to families with 2 or more full-day students. Preschool, pre-kindergarten and half-day kindergarten students are not eligible for multi-child grants. Income verification is not required. The Multi-Child Grant Application is separate from the Tuition Assistance/Scholarship Application. The Multi-Child Grant Applications are due in the TCCES Business Office by **February 10, 2012**.

### **Tuition Credit Fundraisers**

TCCES has designated fundraisers which families can participate in to earn credit towards their tuition. Fundraising income is important to both TCCES and our families who rely on the credits to assist with their tuition fees.

- Scrip** (all year round)
- Market Day** (all school year)
- Plant sale** (Spring)

Fundraising credits are calculated on a quarterly basis. The credits are typically applied to tuition accounts in the middle of the following quarter. The quarters are:

- 1st quarter = July, Aug, Sep (applied in Nov)
- 2nd quarter = Oct, Nov, Dec (applied in Feb)
- 3rd quarter = Jan, Feb, Mar (applied in May)
- 4th quarter = Apr, May, Jun (applied in Aug/new schl yr)

Once a family has paid their tuition fees for the year in full, any credits from fundraising or Scrip will be forwarded to next year's (or next child's) tuition. In the event that no additional children are registered in the TCCES schools for that family, the fundraising credits will be posted to the TCCES Tuition Assistance Fund.

### **Tuition Refunds**

If a student withdraws or is asked to leave a TCCES school, the following guidelines will be used:

1. If paying on a monthly basis, there will be no refund of the initial payment, regardless of the number of days a student is in class.
2. Tuition will be prorated through the end of the month of withdrawal. For example, if a student withdraws on October 2nd, tuition would be prorated for 3 months (August-October) and the refund would be for 7 months (November-May).  
NOTE: Assistance, scholarships, and discounts will also be prorated using this formula.
3. Fees for fine arts, sports, band, choir, etc. are not prorated or refunded. Fundraising credits are not paid out.
4. Final decisions are reserved to the TCCES President.

**Please direct all tuition related questions to:**

**TCCES Business Office  
1050 Zephyr Drive  
Neenah, WI 54956  
(920) 967-0021 ext. 851**

Catholic education in the TCCES schools continues to be an excellent value for your children. We appreciate the financial investment you are making in TCCES and in your child's education. We will do all that we can to help you meet your financial commitment towards this faith-based education.

### **Did you know?**

The cost of the quality, Catholic education TCCES provides is shared among parents, parishes, and third source funding. Currently, TCCES schools are funded 30% by parish subsidies, 50% by tuition and 20% through third-source funding.



# 2012-13 New Student Registration Form

Please fill out form completely and print legibly.

Student(s) Last Name: \_\_\_\_\_

## PRIMARY CONTACT INFORMATION - List only the primary custodial parent(s) here

Address: \_\_\_\_\_ Ph#: \_\_\_\_\_  
Street City, State, Zip Primary home phone

**Father**  
First & Last Name: \_\_\_\_\_

**Mother**  
First & Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Religion: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

**Marital status:** (circle) Single / Married / Divorced / Separated

## SECOND CONTACT INFORMATION - List other parent & address, if divorced/separated **Second contact to receive mailings?** Yes / No

Address: \_\_\_\_\_ Ph#: \_\_\_\_\_  
Street City, State, Zip Primary home phone

**Father**  
First & Last Name: \_\_\_\_\_

**Mother**  
First & Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Religion: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION - Person in local area to contact if parents are not available in case of illness or emergency situation

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

## CHOOSE A PAYMENT PLAN

- Pay balance in full by 8/03/12
- ACH (EFT) monthly payments \*

\* Payments will be withdrawn from your checking or savings account.

\* Please complete enclosed ACH form.

### Are you returning to TCCES and already enrolled in ACH?

YES, I authorize TCCES to continue using the bank account information that I/we previously provided. Please begin withdrawing equal monthly payments for 2012-13 tuition in:

\_\_\_\_ July (12 pmts) \_\_\_\_ August (11 pmts) \_\_\_\_ Sept (10 pmts)

Amount: \_\_\_\_\_ If no amount indicated, TCCES will calculate your monthly payments.

OFFICE USE:

Registration Date \_\_\_\_\_ Check No. \_\_\_\_\_ \$ \_\_\_\_\_ Registration Paid \_\_\_\_\_ \$ \_\_\_\_\_ Tuition Paid \_\_\_\_\_ Received at: \_\_\_\_\_ by: \_\_\_\_\_  
School Initials \_\_\_\_\_ Staff Name \_\_\_\_\_

Registration Form - Student Information

FIRST STUDENT

Full Name: \_\_\_\_\_

Circle: Male / Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received:

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

School Preference (select one)

- St. Margaret Mary Elementary, Neenah
St. Gabriel Elementary, Neenah
St. Mary Elementary, Menasha
Seton Catholic Middle School, Menasha
St. Mary Central High School, Neenah

Grade for 2012-13

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

Start Date

- Beginning of school year
Semester (1/2 year & 1/2 fees)
Other: \_\_\_\_/\_\_\_\_/\_\_\_\_
Fees will be prorated by start month

SECOND STUDENT

Full Name: \_\_\_\_\_

Circle: Male / Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received:

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

School Preference (select one)

- St. Margaret Mary Elementary, Neenah
St. Gabriel Elementary, Neenah
St. Mary Elementary, Menasha
Seton Catholic Middle School, Menasha
St. Mary Central High School, Neenah

Grade for 2012-13

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

Start Date

- Beginning of school year
Semester (1/2 year & 1/2 fees)
Other: \_\_\_\_/\_\_\_\_/\_\_\_\_
Fees will be prorated by start month

**THIRD STUDENT**

Full Name: \_\_\_\_\_

Circle: Male / Female    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received: \_\_\_\_\_

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

**School Preference** (select one)

<input type="checkbox"/>	St. Margaret Mary Elementary, Neenah
<input type="checkbox"/>	St. Gabriel Elementary, Neenah
<input type="checkbox"/>	St. Mary Elementary, Menasha
<input type="checkbox"/>	Seton Catholic Middle School, Menasha
<input type="checkbox"/>	St. Mary Central High School, Neenah

**Grade for 2012-13**

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

**Start Date**

\_\_\_\_\_ Beginning of school year

\_\_\_\_\_ Semester (1/2 year & 1/2 fees)

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Fees will be prorated by start month

**FOURTH STUDENT**

Full Name: \_\_\_\_\_

Circle: Male / Female    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received: \_\_\_\_\_

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

**School Preference** (select one)

<input type="checkbox"/>	St. Margaret Mary Elementary, Neenah
<input type="checkbox"/>	St. Gabriel Elementary, Neenah
<input type="checkbox"/>	St. Mary Elementary, Menasha
<input type="checkbox"/>	Seton Catholic Middle School, Menasha
<input type="checkbox"/>	St. Mary Central High School, Neenah

**Grade for 2012-13**

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

**Start Date**

\_\_\_\_\_ Beginning of school year

\_\_\_\_\_ Semester (1/2 year & 1/2 fees)

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Fees will be prorated by start month

Registration Form - Student Information

FIFTH STUDENT

Full Name: \_\_\_\_\_

Circle: Male / Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received:

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

School Preference (select one)

- St. Margaret Mary Elementary, Neenah
St. Gabriel Elementary, Neenah
St. Mary Elementary, Menasha
Seton Catholic Middle School, Menasha
St. Mary Central High School, Neenah

Grade for 2012-13

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

Start Date

- Beginning of school year
Semester (1/2 year & 1/2 fees)
Other: \_\_\_\_/\_\_\_\_/\_\_\_\_
Fees will be prorated by start month

SIXTH STUDENT

Full Name: \_\_\_\_\_

Circle: Male / Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Lives with: (circle) Mother / Father / Both / Other

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish & City: \_\_\_\_\_

Requesting Bus Service: (circle) Yes / No

Public School District Residing in: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Dates Sacraments Received:

Baptism: \_\_\_\_\_

Reconciliation: \_\_\_\_\_

First Eucharist: \_\_\_\_\_

Confirmation: \_\_\_\_\_

School Preference (select one)

- St. Margaret Mary Elementary, Neenah
St. Gabriel Elementary, Neenah
St. Mary Elementary, Menasha
Seton Catholic Middle School, Menasha
St. Mary Central High School, Neenah

Grade for 2012-13

Fill in this student's grade for 2012-13: \_\_\_\_\_

If Kindergarten, please note half-day or full-day.

Start Date

- Beginning of school year
Semester (1/2 year & 1/2 fees)
Other: \_\_\_\_/\_\_\_\_/\_\_\_\_
Fees will be prorated by start month



2012-13

OPTIONAL

# Multi-Child Grant Application

**THIS FORM IS OPTIONAL.** Only families requesting multi-child grants must complete this form.

This optional grant is \$150 beginning with the 2nd full-day student, available to families with 2 or more full-day students attending TCCES schools. Preschool, pre-kindergarten and half-day kindergarten students are not counted as full-day students and are not eligible for multi-child grants. This tuition credit is funded. Income verification is not required. Please fill out form completely and print legibly.

## FINANCIALLY RESPONSIBLE PARTY

Applicant Last Name \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Marital status (circle): Single / Married / Divorced / Separated Home phone: \_\_\_\_\_

**Father**  
First Name: \_\_\_\_\_

**Mother**  
First Name: \_\_\_\_\_

Religion: \_\_\_\_\_

Religion: \_\_\_\_\_

Parish/City: \_\_\_\_\_

Parish/City: \_\_\_\_\_

## MULTI-CHILD GRANTS

Yes, I am requesting the Multi-child Grant for: (list all eligible full-day students in TCCES)

- |                   |              |               |                                    |
|-------------------|--------------|---------------|------------------------------------|
| 1. Student: _____ | Grade: _____ | School: _____ | no credit for 1st full-day student |
| 2. Student: _____ | Grade: _____ | School: _____ | \$150 credit                       |
| 3. Student: _____ | Grade: _____ | School: _____ | \$150 credit                       |
| 4. Student: _____ | Grade: _____ | School: _____ | \$150 credit                       |
| 5. Student: _____ | Grade: _____ | School: _____ | \$150 credit                       |
| 6. Student: _____ | Grade: _____ | School: _____ | \$150 credit                       |

Total Multi-child credits: \$ \_\_\_\_\_

Please return completed Grant Application to the TCCES Business Office by **February 10, 2012.**



**2012-13**

OPTIONAL

# Tuition Assistance Application

**THIS FORM IS OPTIONAL.** Only if you are requesting assistance, fill out this form completely and legibly. You **MUST** include W-2's and applicable tax forms and return by **February 10, 2012** to be considered for assistance.

**PRIMARY FINANCIALLY RESPONSIBLE PARTY**

Applicant Last Name	Address	City, State, Zip
Marital status (circle): Single / Married / Divorced / Separated		Home phone: _____
<b>Father</b>	<b>Mother</b>	
First Name: _____	First Name: _____	
Employer: _____	Employer: _____	
Work phone: _____	Work phone: _____	
Cell phone: _____	Cell phone: _____	
Religion: _____	Religion: _____	
Parish/City: _____	Parish/City: _____	

**SECOND FINANCIALLY RESPONSIBLE PARTY (if applicable)**

Last Name	Address	City, State, Zip
Marital status (circle): Single / Married / Divorced / Separated		Home phone: _____
<b>Father</b>	<b>Mother</b>	
First Name: _____	First Name: _____	
Employer: _____	Employer: _____	
Work phone: _____	Work phone: _____	
Cell phone: _____	Cell phone: _____	
Religion: _____	Religion: _____	
Parish/City: _____	Parish/City: _____	

**ALL CHILDREN IN FAMILY/HOUSEHOLD**

Last Name	First Name	Age	Upcoming Grade	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Office Use: \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_\_

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# 2012-13 ACH Payment Agreement Form For Automatic Withdrawal Authorization

For those new to the  
monthly pay option.

**Thank you choosing the ACH monthly payment plan!** Please fill out this form completely and legibly. You may authorize 1 or 2 monthly payments to be made directly from your checking or savings account. Your payments will be withdrawn on the 5th and/or 20th of each month or the Monday after, if date falls on a weekend. Proof of payment will appear on your bank statement.

**RESPONSIBLE PARTY**

Parent/Guardian Name(s): \_\_\_\_\_

Name(s) on checking/savings account to be used: \_\_\_\_\_

Address & City, State, Zip: \_\_\_\_\_

Phone #1: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Phone #2: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

**AUTOMATIC BANK PAYMENTS** Please verify with your financial institution that the account you plan to use allows automatic payments.

Bank Name: \_\_\_\_\_ City & Zip: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(first 9 numbers on bottom of your check)

Choose one:  Checking or  Savings Please attach a canceled check or deposit slip for corresponding account.

**PAYMENT TERMS** Tuition is due in full by **June 30, 2013**. Tuition for SMC Seniors must be paid in full by their graduation date. Keep this in mind when calculating your number of payments and monthly payment.

1. Date(s):  5th  20th  Both 5th & 20th (If not selected, the 20th will be used)
2. Month of 1st Payment: \_\_\_\_\_
3. Count the number of months starting with the month of your 1st payment and ending as late as June, 2012.  
Number of Payments: \_\_\_\_\_
4. Total Tuition Balance Due: \$ \_\_\_\_\_ Your TCCES account ID (found on statement): \_\_\_\_\_
5. Calculate your monthly payment. Divide your balance due by the number of payments (above). If this payment amount is not feasible, please enter the amount you can afford to pay each month, as a good faith gesture of your commitment to pay your tuition bill.  
Monthly Payment: \$ \_\_\_\_\_ one-time each month  
or for payments on both the 5th & 20th, divide this monthly payment in half: \$ \_\_\_\_\_ pay on 5th & on 20th

This Agreement will be ongoing and continue from school year to school year or until the Responsible Party terminates Agreement. If there is a balance remaining on **June 30, 2013**, TCCES will continue to make withdrawals until the tuition balance is paid in full.

The Responsible Party has the right and the responsibility to contact TCCES with changes to their bank account information. Any and all insufficient fund (NSF) returns will be assessed a \$10.00 NSF finance fee by TCCES in addition to any fees the Responsible Party's financial institution may assess.

As the Responsible Party, I authorize TCCES and the financial institution named above to initiate withdrawals from my checking/savings account listed or any subsequent account provided. I can stop payment of any entry by notifying TCCES at least 5 business days before my account is to be charged.

I understand and agree that in the event I have a returned payment, the NSF payment and the NSF \$10.00 fee will either be due by check or cash or will be withdrawn from my checking/savings account within 5 business days.

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed Agreement to: TCCES Business Office, 1050 Zephyr Drive, Neenah, WI 54956**