

Solid Foundation Preparatory Academy

Tuition and Fees Payment Information

INSTRUCTIONS

All monthly tuition payments and/or lunch payments may be withdrawn from a checking or savings account with an ACH authorization.

Payments may also be mailed to the following P.O. Box:

SFPA

c/o Accounting

P.O. Box 52068

Tulsa, OK 74152

Tuition Payments made through ACH will be withdrawn between the 1st and 5th day of each month. Payments returned due to insufficient funds or closed accounts will be assessed a return check fee and the \$50 late fee.

Tuition Payments mailed to the P.O. Box listed below must be received (not postmarked) by the 5th day of the month. Payments not received by the 5th of the month will be assessed a \$50 late fee.

Lunch menus will be distributed by the 15th day of the month. Parents who are interested in their child participating in the lunch program will need to follow the guidelines and ensure menus are returned to the school by the due date.

Each family will receive an invoice by the 25th day of the month. The invoice will indicate the amount owed for the month. The amount owed will either be withdrawn or should be mailed to the P.O. Box listed above.

Please note – Money will not be accepted at the school unless otherwise indicated through school correspondence.

An ACH authorization form has been provided and will need to be mailed to the P.O. Box listed above no later than **Wednesday, June 29, 2016**. If forms are not received by the due date, it will be presumed payments will be mailed.

Families, who have paid for tuition by the year or semester and are interested in the lunch program, will need to fill out the ACH form or mail lunch payments to the P.O. Box.