



POLK COUNTY CHRISTIAN SCHOOL

PCCS, 2490 West Tower Drive, PO Box 303, Bolivar, Missouri, 65613, www.polkcountychristianschool.org

Dear Parents,

Polk County Christian School glorifies God through excellence as a Christ-centered educational environment that emphasizes servant leadership with a Biblical worldview. To help carry out our mission, our curriculum is Bible-based in all subject matter. Standardized test scores show that typically, our students are a year or more above their grade level academically.

Please find enclosed enrollment information for the 2024 – 2025 school year. Our school handbook is available on our web page, <http://polkcountychristianschool.org>, or at the school office. The *Handbook* includes information about curriculum and school policies.

We have classes for preschool through twelfth grade. Our 3-year-old preschool is for children who are potty-trained and who turn **3 before Feb 1st** and our 4-year-old preschool is for children who turn **4 before Aug 1st**.

We offer two options for our 4-yr-old preschool group. Option 1 is a 3-morning per week program and Option 2 is a 5-morning per week program. The two programs will cover the same material over the course of the year. The 5 day-a-week program will provide opportunity for enrichment activities on the two additional mornings.

Kindergarten is a half day program that meets 5 mornings a week. Children must turn **5 before August 1st** to enroll in the kindergarten program.

We offer extended care until 3:00pm. Extended care is for our preschool and kindergarten age students on days they attend class. The fees are listed on the extended care enrollment sheet and in the handbook.

If you decide that PCCS is the right choice for your child, and you want to pursue enrollment, the following items are needed to complete the application process:

- Complete the included forms in their entirety.
- Return the entire enrollment application packet with your application fee.
- Provide us with immunization records for your child
- If your student is currently attending another school, request records from the previous school and have them sent to Polk County Christian School, PO BOX 303, Bolivar, MO 65613.
- Please complete the Personal statement of Faith Form.
- Schedule a family interview and student entrance test.

If you have more questions or would like to visit the school, please call 417-777-2330 or email pccskb40@gmail.com. Also, please visit our website, www.polkcountychristianschool.org for a current school newsletter and more information.

In Christ,

Karon Burton
Administrator

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Student Information:

Date Submitted _____

Child's name _____ Age _____ Date of Birth _____ Grade Entering _____
(List oldest child first) Last First Middle

Child's name _____ Age _____ Date of Birth _____ Grade Entering _____
Last First Middle

Child's name _____ Age _____ Date of Birth _____ Grade Entering _____
Last First Middle

Father's Name: _____

Mother's Name: _____

Address: _____

Address: _____

Cell Phone: _____ Carrier: _____

Cell Phone: _____ Carrier: _____

Home Phone: _____

Home Phone: _____

Employer: _____

Employer: _____

Employers Phone: _____

Employers Phone: _____

E-Mail Address: _____

Email address: _____

If parents are separated, with whom does the child live? _____

In what public school district does your child reside? _____

Church you attend: _____ Pastor's Name: _____ Attend Sunday School? _____

Emergency Information:

Other emergency numbers _____
Name relationship phone number

Other emergency numbers _____
Name relationship phone number

Child's physician _____ Phone _____ Insurance _____ Policy Number _____

❖ **If possible, parents will always be called first in the event of a medical emergency. However, if it is deemed necessary by the school personnel; an ambulance would be called first. Which hospital would you prefer if it is necessary to take your child to the emergency room?**

Citizen's Memorial Hospital _____ Other _____

❖ **Are there circumstances that would dictate where your child was taken to the hospital, i.e. the severity of the emergency? Please explain. No**

❖ **Please list any allergies, diabetes, seizures, etc.**

Does student have any physical, emotional, or other problems that may affect attendance or behavior?

Explain: _____

Additional information that would be helpful to the teacher _____

Authorized Pick Up Information:

Person who will usually pick up student after school _____ Phone _____

Others authorized to pick up student:

Name: _____ Phone: _____ Name: _____ Phone: _____

Name: _____ Phone: _____



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PARENT COMMITMENT DOCUMENT

A. Non-Discrimination Policy:

- PCCS admits students of any race, gender, color, national, and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its education policies, admission policies and other school administered programs.

B. Parent Involvement

- We will endeavor to attend Parent-Teacher Fellowship meetings and lend my support.
- We understand the importance of volunteer help in the smooth running of this school, and therefore pledge 25 hours of service K through 12 (10 hours preschool) to the school for the school year. Single parents pledge half the hours of a couple. **(Hours that are not contributed will be charged at \$10 per hour and billed at the end of the school year.)**
- We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of the school by providing a place at home for our child to study and to give our child encouragement in the completion of homework assignments.

C. Financial Responsibility

- We understand that all non-consumable textbooks are the property of PCCS and if a text book is damaged or lost by this student, I agree to pay PCCS the sum necessary for replacement. I understand that all non-consumable textbooks must be returned when the student is promoted, transferred, or no longer enrolled.
- We agree to pay for any school property damage or loss caused by my child or children.
- All financial obligations to PCCS must be paid on or before the due date. If an individual is unable to pay on time, the administrator must be notified in advance with the individual giving a reasonable explanation for the delay and offer a payment plan for the debt. The plan must be agreed upon by the appropriate authorities. It must be understood that if indebtedness is not paid, the school will take appropriate action to collect the money. **If a payment is late and arrangements have not been made in advance, a \$15 late fee will be charged for each month the payment is late.** A \$30 returned check fee for insufficient funds will be charged. All financial information is confidential.
- **The parents' enrollment of students in PCCS is a commitment of tuition for the full school year.** Positions must be filled and curriculum must be ordered based on the enrollment. Therefore, the school's budget must be based on the enrollment numbers. Exceptions to this policy must be approved by the school board. If a parent moves from the community or if there is loss of a job would be the primary reason for an exception.

D. Discipline

- We understand and agree that discipline is vital and an integral part of any school system. I hereby consent that this student, in necessary circumstances, may be disciplined by the administration of PCCS reasonably and to a moderate degree. I give this consent with the understanding that I will be informed if such disciplinary action takes place, and that it will be administered in love. I also understand that corporal punishment is not used at PCCS.
- We understand that the teacher and school administration have full authority in the discipline of our children during school activities.
- We agree with PCCS's loving correction and know the **primary responsibility** for "training up a child in the way he should go" is **given to parents**. Therefore, I/we agree that the standards of discipline, respect, and conduct articulated in the CONDUCT CODE will be supported to my child by me/us and will be reinforced at home.

E. Spiritual

- We acknowledge that at least one parent/guardian is a Christian and in agreement with PCCS's philosophy, goals, and Statement of Faith, for without this agreement and unity, our Mission cannot be fulfilled.
- We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and we do state that his training will be carried on in the home. We place our trust in Polk County Christian School to extend that training more completely.
- We agree to support the PCCS staff and faculty at all times in the home. Any grievance will be taken *in private* to the teacher or staff member involved. If the grievance cannot be resolved between parents and the PCCS staff member, the cooperation of the administrator will be enlisted. The next step would be to meet with a school board member or the school board.
- Understanding that we submit to the authority of God, we accept His authority for the school. Romans 13:1, teaches that all authority exists by appointment of God. Under God, the school board accepts the highest authority for the school. The next step in authority is the administrator.
- Any disagreements or problems should follow the principles taught in Matthew 5:21-24. Therefore, if a parent, teacher, staff member, or volunteer has a problem, the first course is to speak to that person, then to the administrator. If a resolution cannot be reached, the school board is the next step.
- Each member of the educational "team" must cooperate fully in the educational functions of PCCS. Each person must do their best to make Christian education effective in the life of each child. It is the desire of each member of the team to instruct and encourage the children to earnestly love and serve the Lord Jesus Christ all of their lives.
- We will respect the authority of PCCS and will not discuss issues with others that might undermine that authority.

F. Parent / Guardian Affirmations and Permissions:

- We affirm that all information contained in this application is true and accurate to the best of my knowledge.
- We acknowledge that providing false, misleading, or evasive answers will be sufficient grounds for rejection of this application and subsequent dismissal of my child or children from PCCS.
- We hereby state that our family does not owe any outstanding amount of tuition to any Christian or private school.
- We understand that attendance at PCCS is not a right but a privilege.
- We acknowledge that this application precedes subsequent admission to PCCS and shall be governed by the PCCS Student Handbook and other rules and regulations set forth by PCCS's School Board.
- In making application for our child, it is our desire to have him/her complete the school year. We give our permission for our child to take part in all school activities, including school- sponsored trips away from school premises.
- We understand that the administrator has full responsibility for placing our child in the proper grade. We also realize that the school may request the withdrawal of any student at any time who, in the opinion of the school authority, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of this school.
- We, the parents/guardians of a PCCS student, have read the 2024-2025 Parent/Student Handbook and understand that the education of my/our child(ren) will be based on these guidelines. I/We will further that training by pledging regular attendance to church.
- Each member of the educational team must seek the advancement of PCCS in all areas; spiritual, academic, and physical.
- In addition to the above items, each person must endeavor to pray earnestly for the ministry of Polk County Christian School.

We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God, and thereby become the children of God. Therefore, we do not usually accept the enrollment of students whose family practices the teachings of churches or religious groups that are not in alignment with this belief. However, exceptions to this general rule may be granted by the PCCS Board and PCCS Administration.

Please state the Church you attend: _____

By signing below you accept the commitments stated here and verify that you will abide by the rules and policies as stated in the 2024 - 2025 Student Handbook.

Signature of Commitment _____
Father/Guardian _____ Date _____

Signature of Commitment _____
Mother/Guardian _____ Date _____

Signature of Commitment _____
Student (5th grade and up) _____ Date _____

Parent I give permission to PCCS to use my child's picture in the school newsletter, newspaper,
Initials PCCS brochures, cable net ads, or other publications, and/or the PCCS Web site. The
newsletter may be on the PCCS Web site with the child's first name only.

G. Parent Questionnaire

Please share any special needs or considerations that you would like the school or your child's teacher to be aware of:



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Communication Sheet

The following information is helpful to us in trying to communicate to as many people as we can what is happening here at PCCS. Please fill out the information below to help us keep our records up to date. Thank you!

Student Name(s): _____

We will continue to email weekly Connections and monthly newsletters. Please provide for us the email address(es) that you would like for this communication to go to:

We would also like to be able to send weekly Connections and Newsletters to Grandparents, or other family and friends, to let them know what is happening here at school. If you would please provide that contact information below, we would appreciate it. Thank you.

Name Relationship email and/or physical address

Name Relationship email and/or physical address

Name Relationship email and/or physical address

Name Relationship email and/or physical address

Name Relationship email and/or physical address

Name Relationship email and/or physical address

Personal Statement of Faith

Please answer the following questions to the best of your ability.

1. For each Christian parent or guardian, please provide a brief statement explaining your personal faith and your personal experience of salvation.

2. With what you currently know about PCCS, explain how you feel your child(ren) and your family will fit with the mission, values, and policies of PCCS.

3. What questions do you have about PCCS?



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Statement of Faith

We believe:

- There is only one God, the creator and preserver of all things, omniscient and omnipotent, infinite in being and perfection, and existing eternally in three persons: the Father, the Son, and the Holy Spirit, who are of one essence and equal in power and glory. *Genesis 1:1, Matthew 28:19, John 10:30*
- God revealed Himself to man in the person of Jesus Christ, who is fully God (divine) and fully man, and who existed with God in creation, was conceived by the Holy Spirit, was born of the virgin Mary, lived without sin, died for our sins, rose from the dead, ascended to heaven and is coming again in power and glory to establish God's purposes of resurrecting all, redeeming the faithful, and ruling in righteousness. *John 10:30, Matthew 1:18-32, Isaiah 7:14, Hebrews 4:15, Hebrews 7:26, 1 Corinthians 15:3-4, Mark 16:19, Acts 1:11*
- God is present in the world today in the person of the Holy Spirit, who convicts the world of sin, draws us to faith in Christ, and bears witness with our spirit that we are children of God. He indwells us, regenerates us, guides us, empowers us to manifest the likeness and character of Christ, and gives spiritual gifts to the Church for edification of all. *John 16:18, Ephesians 4:30, Romans 8:13-14, 1 Corinthians 3:16 and 12:7, Galatians 5:22:15*
- The Bible is the only inspired, infallible, authoritative Word of God, and is authoritative in revealing the will of God and the way of salvation to all persons. It constitutes the only infallible guide in faith and practice. It is without error. *II Timothy 3:16, II Peter 1:21*
- We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God, and thereby become the children of God. Therefore, we do not usually accept the enrollment of students whose family practices the teachings of churches or religious groups that are not in alignment with this belief. However, exceptions to this general rule may be granted by the PCCS board and PCCS Administration.
- Man was created by God and in the image of God, freely able to choose right from wrong and responsible for his choices. Tempted by Satan, man rebelled and separated himself from God. Therefore, all men are born with a sinful nature and have need of reconciliation with the Holy God. *Genesis 1:27, and 2:7, Genesis 3, Romans 3:10-18*
- Christ provided this reconciliation by His death on the cross for our sins. It is by grace through faith in the shed blood of Christ that we are saved, and not by works--a gift to those who repent and believe. This faith is evidenced by a life of faithfulness. *Romans 3:22-24, James 2:17, Ephesians 2:8-9*
- The bodily resurrection of Christ is a historical fact without which "our faith is in vain." All men both saved and lost will also be raised from the dead. Those who reject God's grace are separated from God forever. The saved will worship God and fellowship with Him forever. *John 11:25-26 and 5:28-29, Luke 24:6-7.*
- All believers are brothers and sisters in the Body of Christ. They are children of God. Christ established the Church to take the good news to all mankind, to provide fellowship and nourishment for spiritual growth, to share in teaching the Scriptures, and to worship our Lord Jesus Christ. *Matthew 12:46-50 and 28:18-19, Romans 8:14 and 15-27, 1 Corinthians 12:12-14, Galatians 3:26-28, 1 John 5:1-2, Hebrews 10:24-25 and 13:15, Ephesians 4:12, 1 Peter 3:15*
- We believe that God creates each person as male or female. These two distinct genders reflect the image and nature of God (*Genesis 1:26-27*). Furthermore we believe that the gender God created a person, is not for us to change.
- We believe that God ordained marriage to be between a man and a woman as outlined in Scripture. The marriage relationship should be a single, exclusive union, as scripture denotes. (*Genesis 2:18-25*) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*Hebrews 13:4, 1 Corinthians 6:18*)

Updated 2019

ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

Grades K-2, * 2024-2025

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I following in my class in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, and not for any other reason, I will not store material that is not related to my schoolwork.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
9. I will not damage the computer or anyone else's work.
10. I will not take credit for other people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate of not of educational value.

Print Parent's Name: _____

Parent's Signature: _____ **Date:** _____

***STUDENTS MAY NOT USE COMPUTERS UNLESS**

THIS AGREEMENT IS SIGNED AND RETURNED TO THE OFFICE.

ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

Grades 3-12, * 2024-2025

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I following in my class in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
10. I will not damage the computer or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. I will not block or interfere with school or school system communications.
14. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
15. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate of not of educational value.

Print Parent's Name: _____

Parent's Signature: _____ **Date:** _____

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THIS AGREEMENT IS SIGNED AND RETURNED TO THE OFFICE.



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Extended Care Enrollment 2024 - 2025

Parents of morning preschool and kindergarten children are also offered the option of Extended Care for their child for an additional fee. Supervised care will be given in the Extended Care Classroom from 12:00 – 3:10 p.m. The parent must send a lunch if students are in class during lunch. Snacks will be served in the afternoon. Snacks are provided by donations from parents. In extended care the children have recess, rest time, as well as crafts, games, and other activities.

If you need extended care from 12:00 --3:10pm the fees are as follows:

\$15.00 for students who attend on a regular basis

\$17.00 for drop in students

Extended Care fees are due at the end of each month and are a separate payment from tuition.

Child's name _____
Last First Middle

Child's name _____
Last First Middle

Grade Entering

____ T/Th preschool

____ MWF preschool

____ Mon-Fri preschool

____ Kindergarten

Afternoon Extended Care

____ Monday

____ Tuesday

____ Wednesday

____ Thursday

____ Friday



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2024-2025 Tuition and Fee Schedule Tuition that is paid in full by June 5 receives a 5% discount!

Grade Level	Annual Tuition	Monthly Payment
Preschool (3 – 4 yrs.) 2 days per week (must be 3 by Feb 1)	\$1,250 (6 hrs. weekly)	\$125.00 (10 monthly payments)
Preschool (4 – 5 yrs.) 3 days per week (must be 4 by Aug 1)	\$1,600 (9 hrs. weekly)	\$160.00 (10 monthly payments)
Preschool (4 – 5 yrs.) 5 days per week (must be 4 by Aug 1) (Same curriculum as 3 days a week with two days of enrichment)	\$2,350.00	\$235.00 (10 monthly payments)
<i>Note: 10 Month Payments are due by the 5th of each month Aug-May</i>		
½ Day Kindergarten	\$3,100	\$281.82 (11 monthly payments)
1 st – 8 th Grades	\$4,300	\$390.91 (11 monthly payments)
9 th – 10 th Grade	\$4,400	\$400.00 (11 monthly payments)
Multiple Child Discount 15%		
½ Day Kindergarten	\$2,635.00	\$239.55 (11 monthly payments)
1 st – 8 th Grades	\$3,655.00	\$332.27 (11 monthly payments)

Note: 11 Month payments are due by the 5th of each month, July through May.

Enrollment Fee - All Students -----\$100-----if paid before June 1, \$50

Curriculum Fee (Includes Praxi fee) - Due by June 1st or upon enrollment after June 1st

Preschool students -----\$ 75

Kindergarten-----\$275

1st – 8th Grade-----\$350

9th – 12th Grade-----\$400

Activities Fee 1st – 12th Grade-----\$300.00-----**May be paid up front or \$30. a month for 10 months added to your tuition payment**

Activities fee covers participation in ACSI fair participation (Art Fair, Spelling Bee, Math Olympics, Science Fair). It also provides for special class teachers and expenses associated with special classes.

*Note: All fees are non-refundable. Only consumable books after student's use are property of the student.
All fees are not reduced if students enroll after the beginning of school.*

Additional Information: Scholarships are available. Please ask for a scholarship form if interested. Only one scholarship may be given per family, with the scholarship not exceeding ½ tuition. The scholarship is for one year and re-application must be made each year. Scholarships are not available for preschool.

Enrollment Policies

The following enrollment policies have been developed by the Board of Polk County Christian School to facilitate orderliness and fairness.

1. All enrollment guidelines listed in the Student Handbook need to be met for any student enrolling in PCCS.
2. Students who are currently enrolled in PCCS have priority for enrollment for the next year.
3. Siblings of students currently enrolled in PCCS also have priority.
4. Students who express a desire to continue attending PCCS have priority over those who express interest in only 1 – 2 years.

There are two particular occasions where this is important:

- 1) Students who attend Kindergarten and also intend to attend higher grades have priority over those who desire to attend Kindergarten only.
- 2) Students who attend preschool and also intend to attend Kindergarten.

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Withdraw Date:
(Circle one)
 5th
 15th
 22nd

Credit Authorization
 (To Single Account)

I (we) hereby authorize Lime Bank, hereinafter called COMPANY, to initiate credit entries for checking to my (our) account indicated below and the financial institution below, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

_____ (Financial Institution Name) _____ (Branch)

_____ (Address) _____ (City/State) _____ (Zip)

_____ (Routing Number) _____ (Account Number) Type of Acct: Checking Savings

Amount \$ _____ Monthly: Y/N One Time Only: Y/N Other: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

_____ (Print Individual Name) _____ (Signature)

_____ (Date)

PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM!

Please terminate the above authorization effective: _____:

_____ Date _____ Signature