



## ***Pre-Authorized Debit Program***

Registrants are provided the opportunity to participate in a Pre-authorized Debit program (PAD) by the College. PAD is a prepayment plan that allows registrants to prepay registration renewal fees in monthly installments. The PAD program requires the registrant to sign up and then they can continue in the program in subsequent years. The enrollment period is September 1<sup>st</sup> to October 15<sup>th</sup> each year.

Monthly withdrawals are made from the registrant's bank account on the 5<sup>th</sup> day of each month beginning in November for the next registration year. The fee is paid in full on October 5<sup>th</sup> of the following year. The monthly payment includes an administration fee of \$1.00 which is based on bank charges.

The registrant notifies the College of their intention, by email or telephone, to participate in the PAD program and request an authorization form.

A void cheque or bank account information sheet are required to be submitted with the authorization form. If the bank account to be used is a joint account, both signatures are required for the authorization form.

Any requested changes to the bank account used for PAD must be provided by the registrant in writing with a void cheque or bank account information sheet attached to the request.

Once a registrant has signed up for the PAD method of payments, PAD will continue to be used as the method of payment for registration fees in future years. Written notice is required to stop PAD.

If a registrant's PAD payment fails, they receive an email from the Administrative Assistant at the time of their first NSF notification.

In the event that a registrant's PAD payment fails a second time in the registration year (without a bank error) the registrant is no longer eligible for the PAD program, and will not be offered the program in the future.