



TAPS - Trinity Automated Payment System 2010-11 TAPS FAQ

Who is my student account manager?

- Chris Ramsey is your student account manager. She can be reached at (574) 234-5088 ext. 32 or cramsey@trinityschools.org.

How can my student account manager help me?

- Your student account manager can give you your current balance via email within one business day.
- If you have any other questions or concerns, your student account manager would be happy to speak with you.

How do I sign up for TAPS?

- Simply mail the enrollment agreement in the enclosed envelope by **May 28, 2010**. The form is also available online at the Trinity School website: www.trinityschools.org

How do I make changes once my agreement is on TAPS?

- You can change your contact information or banking information through your student account manager.
- Any changes to your payment date or amount must be submitted to your student account manager 2 days prior to the automatic payment date.

Can I have money withdrawn from a savings account or does it have to be a checking account?

- Either a checking or a savings account will work.

When will the payment be withdrawn from my bank account?

- There are two options. You can make 2 payments for the year: the first in July and the second in December. Or you can make 10 payments on a schedule from July to April. For either of these options, you can choose to have the funds withdrawn on either the fifth or the twentieth of the month.

What if my payment date falls on a weekend or a holiday?

- The payment will be attempted on the following business day.

What happens if my payment bounces?

- It may happen that you do not have enough money in your bank account at the time when your bank attempts the withdrawal. If this does happen, Trinity School will mail you a letter with information on how your balance will be handled. Feel free to speak to your student account manager. There will also be a \$25 fee per unsuccessful withdrawal, to cover bank charges assessed against Trinity School.