

# Monthly Autocharge Schedule

| MONDAY           | TUESDAY          | WEDNESDAY                                     | THURSDAY  | FRIDAY                                | ONLINE CHARGE DATE                   |
|------------------|------------------|---|---|---------------------------------------|--------------------------------------|
| <b>JUNE</b>      |                  |   |   |                                       |                                      |
| 28<br>TKC CLOSED | 29<br>TKC CLOSED | 30 <b>FIRST DAY OF SUMMER PROGRAM</b>         | 31  | 1                                     | Online this week is charge 6/3/2017  |
| 4                | 5                | 6 <b>June Payment Charged (05/30 - 06/29)</b> | 7   | 8                                     | Online this week is charge 6/10/2017 |
| 11               | 12               | 13  | 14  | 15                                    | Online this week is charge 6/17/2017 |
| 18               | 19               | 20  | 21  | 22                                    | Online this week is charge 6/24/2017 |
| 25               | 26               | 27  | 28  | 29                                    | Online this week is charge 7/1/2017  |
| <b>JULY</b>      |                  |   |   |                                       |                                      |
| 2                | 3                | 4<br>TKC CLOSED<br><b>PAID HOLIDAY</b>        | 5 <b>July Payment Charged (07/02 - 07/27)</b>   | 6                                     | Online this week is charge 7/8/2017  |
| 9                | 10               | 11  | 12  | 13                                    | Online this week is charge 7/15/2017 |
| 16               | 17               | 18  | 19  | 20                                    | Online this week is charge 7/22/2017 |
| 23               | 24               | 25  | 26  | 27                                    | Online this week is charge 7/29/2017 |
| <b>AUGUST</b>    |                  |   |   |                                       |                                      |
| 30               | 31               | 1   | 2 <b>August Payment Charged (07/30 - 08/24)</b> | 3                                     | Online this week is charge 8/5/2017  |
| 6                | 7                | 8   | 9   | 10                                    | Online this week is charge 8/12/2017 |
| 13               | 14               | 15  | 16  | 17                                    | Online this week is charge 8/19/2017 |
| 20               | 21               | 22  | 23  | 24<br><b>LAST DAY OF SUMMER PROG.</b> | Online this week is charge 8/26/2017 |
| 27<br>TKC CLOSED | 28<br>TKC CLOSED | 29<br>TKC CLOSED                              | 30<br>TKC CLOSED                                | 31<br>TKC CLOSED                      |                                      |

**TURN THE PAGE FOR ONLINE PAYMENT INSTRUCTIONS →**

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**PLEASE NOTE:** Any vacation days, additional days, etc. will be added/subtracted from the next month's charge. Any charges/credits accrued in August will be charged/credited the week of August 28, 2018.

## Entering & Updating Credit Card Information:

There are a couple ways to update your information with us, the options are:

### Update online

- Go to [www.delanocommunityed.com](http://www.delanocommunityed.com)
- Log-in with your username and password (you already have an account – do not create a new one)
- Once logged-in, click on “Manage Payment Methods” to update your information
- If you want 2 cards on file, please add “TKC” after your last name for the card you'd like us to charge.

-OR-

- **Call** Sarah (Community Education assistant) at 763-972-6210, press 1, or stop into the office