

Family Name: \_\_\_\_\_

## Authorization for Payment- 2 Ways to Pay

### Payment Option #1:

#### Monthly Automatic Payments

You authorize regularly scheduled payments to be made. Your payments will be made automatically each session throughout the class season. Proof of payment will appear on your account. If we have an e-mail address for you and you have not opted out of e-mail communications, you'll receive an e-mail notification any time a payment is processed. The authority you give to automatically charge your payment information on-file will remain in effect until you notify us in writing to terminate the authorization. Payments will be deducted on the 5<sup>th</sup> of each month. **If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes will be cancelled.**

### Payment Option #2

#### Card on File. Client has until 15<sup>th</sup> of the month to pay by check or cash after the 15<sup>th</sup> credit card on file will be charged.

I acknowledge that I am responsible to make timely payments of my balances due on my Grande Finale Dance Studio account. I may pay this online, at the front desk or by mail. I further acknowledge that if my payment is not received on or before the due date (the 15<sup>th</sup> of each month), I authorize Grande Finale Dance Studio to initiate electronic payments for any balances due on my account throughout the September through May 2019 year PLUS an administrative late fee of \$5.00. Payments will be processed with the payment information on-file at Grande Finale Dance Studio. The authority you give to automatically charge your payment information on file after the 15<sup>th</sup> of each month will remain in effect until you notify us in writing to terminate the authorization. **If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes will be cancelled.**

#### All you need to do is:

1. Mark the box next to the plan you'd prefer
2. Enter payment information
3. Sign, date, and return the completed form to the office
4. Notify the office any time your payment information changes

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**Automatic / Recurring Payment Plan**

I authorize Grande Finale Dance Studio to initiate electronic payments for the balances due on my Grande Finale Dance Studio account.

I understand that payments will be automatically made throughout the *September through May 2019* year for any balance due on my account. I understand that the payment amounts may vary as classes are added/dropped and as other charges/payments are applied to my account. I understand payment will be deducted on the 5<sup>th</sup> of each month.

#### Payment Information:

Credit Card Type:
Card Number:
Expiration Date:

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**NO Automatic / Recurring Payment Plan**

I acknowledge that I am responsible to make timely payments of my balances due on my Grande Finale Dance Studio account. I further acknowledge that if my payment is not received on or before the due date ( 15<sup>th</sup> of each month), I authorize Grande Finale

Dance Studio to initiate electronic payments for any balances due on my account throughout the *September through May 2019* year PLUS an administrative late fee of \$5.00. Payments will be processed with the payment information on-file at Grande Finale Dance Studio.

Payment Information:

Credit Card Type:
Card Number:
Expiration Date:



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**General Payment Policies**

**Payment Policies:** Tuition is due the 1<sup>st</sup> lesson of the month. Our tuition is calculated on a yearly basis subdivided into monthly installments for your convenience. We do not charge more for a month with five lessons nor do we charge less for months with less than four. **A \$35.00 charge will be assessed to any NSF (bounced) check.**

**Notice of class withdrawal:** Any student wishing to withdraw from a class must notify the studio by the 1<sup>st</sup> of the month or they are still liable for tuition for that month. Notification needs to be in writing, by phone, or at the front desk. Please understand that notifying instructors is not sufficient due to the fact that instructors are not involved in any record keeping as it applies to billing.

**Withdrawing after the 1<sup>st</sup> of December:** We assume anyone enrolled in class after December 1<sup>st</sup> has committed to performing at the Spring Recital, and we will at that date be in the process of ordering costumes for them, unless otherwise notified in writing before December 1<sup>st</sup>. (This also applies to adults who are taking classes but do not wish to perform.). Costumes are not returnable and are therefore non-refundable. Consequently, dancers withdrawing after December 1<sup>st</sup> will still be liable for their costume costs.

**I have read and understand the above payment policies:**

Account Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_