

## Auto Debit Agreement – Fall 2015

A credit or debit card is required to secure all accounts.

This form will be filled out at the front desk with the correct amounts inserted.

The following applies to CREDIT/DEBIT cards:

1. We must have a credit/debit card (Visa or MasterCard) on file to secure all accounts.
2. Your tuition amount will be charged to your credit card between the 1<sup>st</sup> and the 5<sup>th</sup> of each month. The tuition amount to be charged is \$\_\_\_\_\_.
3. Your account and these amounts will be charged automatically unless you notify us in writing that the student is dropping class(es) before the next billing period. A phone call is not acceptable. An email is acceptable. We will reply to your email so you have receipt of our notification. If dropping a class, notify us at [angela@astepintime.net](mailto:angela@astepintime.net).
4. If your card on file is declined for any reason, we will notify you by telephone. Your account must be settled within 5 days of notification or it will be considered late and a Non-refundable \$25 Late Fee will apply. If your account is not settled within 10 days of notification, your dancer(s) will be dropped for their class enrollment.
5. You may pick up your receipts at any time. All remaining receipts will be destroyed on December 10<sup>th</sup> and June 1<sup>st</sup>.

I have read and understand the above.

I have received a copy of this agreement for my records.

Name of person responsible for payment

(please print) \_\_\_\_\_

Signature of responsible party \_\_\_\_\_

Effective Date \_\_\_\_\_

Termination Date: June 8, 2016 or until we are notified in writing to withdraw the student and close the account.