

# Eastern Shore Dance Academy Payment Agreement

## \*Authorization for Direct Payment-please check option below:

### Here's how the Direct Payment Plan works:

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, 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. If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes may be cancelled. See payment details in main contract.

### 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 (change of exp. Date, change of card, lack of funds), this is fully your responsibility;** if you do not notify us and auto payment was declined, you will have 7 days to resolve the issue. If beyond the 7 days, your account is still unpaid, there will be a \$25 late fee added.
5. **All auto-payments will be processed on the last business day of the month.** *Special arrangements will not be an option, the studio will NO LONGER process payments on any other days, so please plan accordingly.* If your payment period does not coincide with the last day of the month payment, please plan on beginning your payments a month in advance, so that the funds are always available regardless of your pay date for the month.



Please check the box, if you DO wish to sign up for the Automatic Payment Plan.

## YES Automatic / Recurring Payment Plan

I authorize Eastern Shore Dance Academy to initiate electronic payments for the balances due on my Eastern Shore Dance Academy account. I understand that payments will be automatically made throughout the 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.

Payment Information:

Credit Card Type:
Card Number:
Expiration Date:

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

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

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

\*This document will be shredded upon entering in the Eastern Shore Dance Academy's account documents.

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Please check the box, if you DO NOT wish to sign up for the Automatic Payment Plan.

**NO Automatic / Recurring Payment Plan, but my payment information is below to protect me from accruing \$25 late fees when tuition is past due.**

I acknowledge that I am responsible to make timely payments of my balances due on my Eastern Shore Dance Academy account.

**I further acknowledge that if my payment is not received on or before the due date, I authorize Eastern Shore Dance Academy to initiate electronic payments for any balances due on my account.** If at that time the payment is declined, I understand that I will be responsible for the payment due PLUS an administrative late fee of \$25.00. Payments will be processed with the payment information on-file at Eastern Shore Dance Academy.

Payment Information:

Credit Card Type:
Card Number:
Expiration Date:

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

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

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

\*This document will be shredded upon entering in the Eastern Shore Dance Academy's account documents