



## Credit Card Policy & Auto-bill Form

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### CREDIT CARD POLICY:

Unless full tuition has been paid in advance, we require that EVERYONE have a credit card on account. You can still pay with cash or check.

**We will not use your card unless:**

- **You do not pay monthly tuition by the 10<sup>th</sup> of the month, a \$15 late fee will be applied to your account, and your card will be run for the amount of tuition and the late fee by the 15<sup>th</sup> of the month.**
- **You give us permission to use your card for a purchase and/or tuition.**
- **You have outstanding charges on your account. After a month, we will run your card for all expenses that have not been paid for.**

Credit Card Policy Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Record Credit Card Information Below		
Name on Card:		Circle Type: Visa MC Amex
Card Number:		Exp. Date
Billing Address:		
City:	State:	Zip:
Three digit security code:		
Signature of Card Holder:		

### AUTO-BILL [OPTIONAL- NO ADDITIONAL FEES FOR THIS SERVICE]:

- **I understand that the full amount of tuition on my account will run on the 1<sup>st</sup> day of every month. If the 1<sup>st</sup> of the month falls on a day that the studio is closed, I understand that they will run my card the next business day.**
- **I am aware that if I would like a copy of my statement, I can request a printed statement from the front desk.**
- **Your account will be protected. Only office management has access to this information.**
- **Auto-bill will be cancelled, and your card information deleted, on the day a Drop Form or written letter is given to the office.**

Auto-bill Signature: \_\_\_\_\_ Date: \_\_\_\_\_