

# LATE PAYMENT FORM

It is our policy at the Footsteps Family Dance Center that each family provides our office with a valid credit or debit card number upon registration. The only exception is clients who opt to pay tuition in a lump sum upon enrollment. Please be assured that this number will not be entered into our computer or copied in any way; this original will be locked in our safe at all times for the privacy, security, and peace-of-mind of our clients.

Tuition for monthly clients on the 1<sup>st</sup> of each month (or the first business day, if the 1<sup>st</sup> falls on a Sunday); tuition for trimester clients is due upon enrollment, December 1, and March 1. You will receive a statement in your studio mailbox at least 1 week prior to the due date. If tuition has not been paid by the close of business on the 10<sup>th</sup> (or next business day if the 10<sup>th</sup> falls on a Sunday), a \$15 "Wish-You-Had-Paid-on-Time" (WHYPOT) penalty will be added to your account. If tuition remains unpaid by the close of business on the 29<sup>th</sup> and the student has attended classes that month, the entire account balance will be automatically charged to the credit account below. We will make every effort to contact our clients to elicit voluntary payment before resorting to the automatic charge. If we are forced to charge your account, you will receive a notification letter and receipt via snail mail so you can update your records.

If you close the account during the course of the dance season (August-June), an alternate account number must be provided to the Footsteps office. If we attempt to charge your card and find it to be invalid, the student will not be allowed to take classes again until the account has been brought up to date.

Please consult the Footsteps office if there are extenuating circumstances that will prevent you from being able to keep up with timely tuition payments. We will work with you to make arrangements until regular payments can be resumed.

By signing this document, you are stating that you understand this policy, that the account number you provide is valid, and that you authorize the Footsteps Family Dance Center to charge the account in the event that you fail to pay in a timely manner for services rendered. Thank you for your cooperation as we seek to avoid collection issues and concentrate instead on providing your family with the best dance experience that we can!

Student(s) \_\_\_\_\_

Credit/debit card number \_\_\_\_\_ Expiration \_\_\_\_\_ / \_\_\_\_\_

3-digit security code (on back) \_\_\_\_\_ Circle one:    Visa            Mastercard            Discover

Cardholder/client signature \_\_\_\_\_ Date \_\_\_\_\_