

# Recurring E-Check Transactions Authorization

(Please Print Clearly)

Customer Name \_\_\_\_\_ Student Name(s) \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Driver's License # \_\_\_\_\_

**Bank Account Type:** Checking \_\_\_\_\_ Savings \_\_\_\_\_ Business Checking \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number \_\_\_\_\_

**Please provide us with a Voided check to set up your E-Check auto debited tuition payments.**

**A returned E-Check will result in a \$10.00 bank fee invoiced to your account.**

After the 10<sup>th</sup> of the month, an additional \$15.00 Late Fee will be charged to the account if returned tuition and bank fee are not paid in full. After the 15<sup>th</sup> of the month, if returned installment, bank fee and late fee are not paid in full, then student(s) will not be permitted to take class. Three (3) Returned/Declined E-Check tuition payments will result in full payment of annual tuition balance. Payment will have to be paid with a money order or a cashier's check.

I authorize Southern Dance Theatre to process an electronic debit from my bank account on the 1<sup>st</sup> of each month, beginning with my 2<sup>nd</sup> installment. **My final tuition installment will be charged to my account on June 1, 2024.** I understand that if I wish to discontinue this method of payment, I must notify the office by the 25<sup>th</sup> of the previous month with the new payment authorization. Failure to notify will result in continuation of processing my current E-Check tuition.

**Monthly Installment** \$ \_\_\_\_\_ + \$3.00 monthly bank fee = \$ \_\_\_\_\_

**Total number of installments** \_\_\_\_\_

**Billing Begins:** \_\_\_\_\_ **Final Billing: June 1, 2024**

***It is my responsibility, as the customer, to make sure my information is current and updated at all times.***

***E-Check customer will be required to have a credit card (no debit cards) on file with Southern Dance Theatre. In the event E-Check payment is returned, the tuition plus the return fee of \$10.00 will be billed to your credit card listed below with a 4% card processing fee. I understand that if I wish to update or change my credit card on file, I must notify Southern Dance Theatre by the 25<sup>th</sup> of the previous month with a new credit card.***



**(Circle One)**

**Credit Card #** \_\_\_\_\_ **Exp Date** \_\_\_\_/\_\_\_\_ **3 Digit Code** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Initials I've read the recurring E-check transaction authorization and agree.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Recurring Credit/Debit Card Transaction Authorization

(Please Print Clearly)

Customer Name \_\_\_\_\_ Student Name(s) \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Driver's License # \_\_\_\_\_



(Circle One)

Is this a Debit Card? \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ 3 Digit Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**A declined tuition installment will result in the back up credit card (listed below) to be charged.**

After the 10<sup>th</sup> of the month an additional \$15.00 Late Fee will be charged to the account if declined tuition installment is not paid in full. After the 15<sup>th</sup> of the month, if declined tuition installment and late fee are not paid in full, then student(s) will not be permitted to take class.

**Three (3) declined tuition installments will result in full payment of annual tuition balance. Payment will have to be paid with a money order or a cashier's check.**

I authorize Southern Dance Theatre to process an electronic debit from my credit/debit card, with a 4% card processing fee, on the 1<sup>st</sup> of each month, beginning with my 2<sup>nd</sup> installment. **My final tuition installment will be charged to my credit/debit card on June 1, 2024.** I understand that if I wish to discontinue this method of payment, I must notify the office by the 25<sup>th</sup> of the previous month with the new payment authorization. Failure to notify will result in continuation of processing my current credit/debit card tuition.

**Monthly Installment (with the 4% card processing fee) \$ \_\_\_\_\_**

**Total number of installments \_\_\_\_\_**

**Billing Begins: \_\_\_\_\_ Final Billing – June 1, 2024**

***It is my responsibility, as the customer, to make sure my information is current and updated at all times.***

***Customers will be required to have a second credit card (no debit cards) on file with Southern Dance Theatre. In the event that tuition is declined, the payment will be billed to your second credit card listed below. I understand that if I wish to update or change my second credit card on file, I must notify Southern Dance Theatre by the 25<sup>th</sup> of the previous month with a new credit card.***



(Circle One)

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ 3 Digit Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Initials I've read the recurring credit/debit card transaction authorization and agree.

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