

## Late Payment Policy

It is our policy at Powell Dance Academy (PDA) that every family choosing "Monthly Self-Pay" as their Tuition Payment Option, provide our office with a valid debit or credit card number upon registration. This information will ONLY be accessed &/or utilized if your PDA account becomes delinquent as follows:

**Tuition for classes at PDA is due on the 1<sup>st</sup> of each month.** You will not be billed. If you have not enrolled in the Monthly Auto Pay Program, it is your responsibility to pay your tuition, and any outstanding charges for dancewear, snacks, etc., by the close of business on the 10<sup>th</sup> of the month. **After the 10<sup>th</sup> of the month, a \$20 late fee will be added to your account. No exceptions.** We will attempt to contact you before the last business day of the month once by USPS, once by phone and once by email. **If the balance remains unpaid by close of business on the last day of the month, the entire balance, including the late fee plus a 3% transaction fee on the total balance due, will be automatically charged to the credit card provided below.**

If, during the course of the dance season, you close this account, an alternate account number must be provided to the PDA office.

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

We appreciate that you may have reservations about releasing your credit card number and account information. Please be assured that your information will be stored safely on the premises and only accessible by the Director.

By signing this document, you are stating that you understand this policy, that the account number you provide is valid, and that you authorize Powell Dance Academy to debit the account in the event that your account becomes delinquent &/or you fail to pay in a timely manner for services rendered.

### LATE PAYMENT ACCOUNT AUTHORIZATION

Family Name: \_\_\_\_\_ Student(s): \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ (Circle one) VISA MC

Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ / \_\_\_\_\_ SSC: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I hereby authorize Powell Dance Academy to charge this account my total balance due, including but not limited to tuition, late fees, debit fees, misc fees/penalties and merchandise. I understand this account will be charged if I fail to pay by the close of business on the last day of the month, regardless if my student has attended any/all classes during that month. I understand I must provide written notice of withdrawal in order to prevent future charges to my account. I understand that my account number will be kept secure, and will not otherwise be charged without my permission.

Client signature \_\_\_\_\_ Date \_\_\_\_\_