



Auto-Pay – Terms and Conditions

The Auto-pay program is a service of *Pointe Flex Dance Studio* provided as a convenience to our valued customers.

Customers requesting participation in the Auto-pay Program with Pointe Flex Dance Studio agree to the following terms and conditions upon signing the Auto-Pay Authorization Form:

- ◇ To Apply:
 - Customers must provide a completed and signed Auto-Pay Authorization Form.
 - To qualify for Auto-Pay, account must be in good standing with Pointe Flex Dance Studio, must remain current, and must have a balance of \$0.00 at the time of application.

- ◇ I hereby authorize Pointe Flex Dance Studio to charge the credit/debit card or bank account listed on the Auto-Pay Authorization Form in the amount of the monthly or bimonthly tuition, according to my regular billing schedule, through the Ending Date. Funds will be withdrawn from my account on or after the arranged due date. **Auto-Pay payments cannot be re-scheduled for another payment date.**

- ◇ I understand that after setting up the auto pay installment plan, Pointe Flex Dance Studio will destroy all documents showing the full credit/debit card or account number. And if there is a current account updated in the system, the last four digits of the account number will serve as a valid authorization.

- ◇ I am aware, that if at anytime I manually change my account information online, the system will charge the account currently in the system on the billing date. It is my responsibility to update my account if there are any changes that will affect processing.

- ◇ I understand I am responsible to ensure sufficient funds are available in my account at the time of the Auto-pay payment. Should funds not be available in the account, Auto-Pay participation may be cancelled. In such a case, the customer may also be subjected to a \$15 non-sufficient fund fee. ***If my Auto-pay payment is returned by the bank for any reason, I will be charged a returned item fee of \$15 and I will be removed from the Auto-pay program.***

- ◇ I understand that it is my responsibility to notify Pointe Flex Dance Studio in writing of any changes to this authorization and/or changes to my registration which would change the Monthly or Bimonthly Tuition to be Charged. Written notification must be delivered to the studio no less than ten (10) business days prior to the next scheduled installment. I accept responsibility for any charges incurred through the tenth business day after written notification is received.

- ◇ Customers may, without penalty, chose to terminate this agreement at any time upon written notice or email. Removal may require up to (10) business days to process. Any payments already in the drafting process at the time of notice may not be terminated. However, any discounts received for being in the auto-pay program will no longer apply.

Incomplete forms will NOT be processed!