

## Automated Credit Card/Debit Card Payment Form

VDC tuition is divided into 10 monthly payments for your convenience. All monthly tuition payments must be made by a pre-authorized Visa, MasterCard, or Discover credit card or bank debit card. This form authorizes VDC to automatically charge your Visa, MasterCard, or Discover credit or debit card on the 1<sup>st</sup> of each month from September through June. This automated payment system will save you from having to worry about keeping track of payment due dates and the possibility of late fees. The only way you will be charged a late fee is if the charge is denied by your bank or credit card company and you do not get payment to us within 10 days of notice from us. We promise to protect your privacy and we will not charge any items to your card that you have not agreed to have charged.

**Withdrawal:** If at any time you wish to withdraw from classes and discontinue the monthly automated tuition charges, you must notify *Virginia Dance Center* in writing. VDC requires one month's written notice from the 1<sup>st</sup> of the month to discontinue this service. If you withdraw from a class without giving notice by the 1<sup>st</sup> of the month, you will be required to pay the following month's tuition. There is a two-month minimum enrollment for all classes and withdrawals will not be accepted after March 1<sup>st</sup> of the current dance season. If you do not give us written notice of your intent to withdraw from your class(es) your account will continue to be charged until the end of the time period covered by this agreement (June, 2020).

**By signing below you agree to all stated on this form.**

Please charge \$  each month to my credit card which is listed below. I understand that this amount will be processed at the time of registration and then on the 1<sup>st</sup> of each subsequent month of this dance season (September, 2019 - June, 2020).

If you would like the annual registration fee automatically charged to this credit card, please initial below. If you do not initial below, registration will NOT be charged to the card on file.

\_\_\_\_\_ Yes, I would like to charge the annual registration fee, to my credit card account. I understand that this charge will be made upon receipt of the registration form.

Credit Card Information: ☐ Visa ☐ MasterCard ☐ Discover Expiration Date    
MM / YY

Account number     3-digit CVC   
(group of 3 digits to right of signature strip)

Name as it appears on card (print) \_\_\_\_\_

Billing Street Address \_\_\_\_\_ Zip code \_\_\_\_\_

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