

# **TUITION PAYMENT INFORMATION**

**Student's Name** (Please Print): \_\_\_\_\_

**Class/Workshop:** \_\_\_\_\_ **Fee: \$** \_\_\_\_\_

(Please describe the course that you are registering for and list the quoted fee.)

**Method of Payment:** (Please check one)

Electronic Check

Routing Number \_\_\_\_\_ (the 1<sup>st</sup> 9 digit number on the bottom left of check)

Account Number \_\_\_\_\_ (the next series of numbers) Check No. \_\_\_\_\_

Bank \_\_\_\_\_ Full Name on Account \_\_\_\_\_

Credit Card (circle one) VISA M/C AMEX DISCOVER (There is a 3% fee when paying by Credit Card)

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

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

I authorize one payment of \$ \_\_\_\_\_ on \_\_\_\_\_ (Please choose from the 1<sup>st</sup> or 15th)

*I authorize XYZ to electronically deduct/process the above amount from my bank or credit card account listed above and I understand that I am responsible for payment to XYZ of those charges. I authorize XYZ to process payments on or around the due date according to the terms of this agreement. I agree to have funds available at least 3 days prior to due date and will pay a service charge of \$25.00 on any item presented for collection and returned for any reason. It is my responsibility to notify XYZ in writing within 72 hours, should any of my financial information change. XYZ has the sole right to modify any payment due date.*

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

## **Class/Workshop Cancellation:**

\* If you wish to cancel this agreement, you may cancel by delivering or mailing by certified mail, return receipt requested, written notice to the YOUR COMPANY NAME. The notice must say that you do not wish to be bound by the agreement and must be postmarked before 12 midnight of the third business day after you sign this agreement or paid online. The notice must be delivered or mailed to the address shown below. Refunds will be issued when notification of cancellations have been received in writing within 72 hours from date of this purchase. Notification of cancellations received in writing later than 72 hours of purchase will be issued a credit, provided it is prior to the seminar start date. Credits may be applied to other seminar dates or YOUR COMPANY NAME programs. A \$25 administrative fee will apply for all cancellations or reschedules. There is no prorating of fees for missed classes or for late enrollments. Failure to attend does not constitute a refund or cancellation and returned transactions are subject to a \$25.00 returned transaction fee.

**Please fax, mail or drop off this Agreement to:**

**Fax #** xxx-xxx-xxxx

**COMPANY NAME**

**Attn:** Program Director

**Address:**

1234 Your Address

**Phone #** xxx-xxx-xxxx

**E-mail:** xyz@yourcompany.com

*(Please keep a copy for your records)*