

# GRAY'S SCHOOL OF DANCE

## Credit Card Policy & Autobill Form

### CREDIT CARD POLICY

Unless a full year's tuition has been paid in advance, we require that **EVERYONE** have a credit card on file. You can still pay with cash or check. We will not use your card unless:

- 1.) You do not pay monthly tuition by the 15th, at which time we will add a 10% late fee and run your card to cover the monthly tuition/fee.
- 2.) You give us permission to use your card for tuition.
- 3.) You have outstanding charges on your account. After a month, we will run your card for all expenses that have not been paid for.

**Please give your credit/debit card information below:**

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

Circle Type:    Visa    MC

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_                      Security Code: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

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

Signature of Cardholder \_\_\_\_\_

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### AUTO-BILL FORM

*Please only initial this \*optional\* section if you'd like to have all your charges automatically run on your credit card on the 1st of each month. There are **NO ADDITIONAL FEES** for this convenient service.*

\_\_\_\_\_ I understand that the full amount due on my account will be run on the 1st of every month. If the 1st falls on a day that the studio is closed, I understand that they will run my card the next day the studio is open.

\_\_\_\_\_ I am aware that if I'd like a copy of my statement, I can ask the front desk for a copy to be printed for me.

\_\_\_\_\_ Your account will be protected. Only the Office Management has access to this information.

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