

Relevé Studios

Automatic Payment Application

Date: _____

Payee's Name
Student's Name

Please enroll us in Relevé Studios AUTOMATIC PAYMENT program.

CREDIT CARD INFORMATION:

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmericanExpress <input type="checkbox"/> Discover	
Credit Card Number	Expiration Date
Cardholder Name (printed)	Verification Code
Signature	
Email Monthly Receipt to:	

office use only

First payment date: _____	First payment amount: _____
entered: _____	
staff initials _____	

I understand and fully agree to the following
(please initial each):

_____ I agree and understand my monthly tuition, in the amount of \$_____, will be debited from my account on the SIXTH of every month while I am enrolled at Relevé Studios.

_____ To withdraw from a class (or classes) at Relevé Studios, I understand that an official WITHDRAWAL form must be submitted to the Relevé Studios Manager. Verbal withdrawal with an instructor is not sufficient for Relevé book keepers, and tuition dues will compound should there be a failure to withdraw properly. Withdrawal forms not received two weeks before the 1st week of classes in any given month will result in normal charge of tuition fees for that month. Relevé Studios does not refund, pro-rate, or credit.

_____ AUTOMATIC PAYMENT cancellation or tuition adjustment occurs only if I ADD or DROP a class by notifying Relevé Studios In writing (ADD/DROP Form).

_____ Verbal discussion or consistent absences do not constitute an adjustment to tuition fees or assumed cancellation.

_____ Credit Card Denial will result in a phone call notification and a \$25.00 Non-Sufficient Funds Fee charged to your account. The full amount of tuition must be paid prior to the 10th of the month to avoid an additional \$25.00 Late Fee.