



Automatic Payment Authorization

Your monthly tuition will automatically be charged to a credit/debit card between the 1st and 5th of each month. An invoice will be emailed to you on or around the 15th of the preceding month that payment is due. To withdraw or change your registration, written notice must be given 15-days in advance to allow processing time.

Student Name(s)

Parent Name

Email Address (must have one on file for invoices distribution):

Payment Information:

Card Type: Visa MasterCard

Card Number Expiration Date (mm/yy):

Name of Cardholder: V-Code (3-digit code on back):

Billing Address of Cardholder : Zip:

Signature of Cardholder

Please read the following information regarding this automatic service:

1. The charge will appear on your card statement each month from "Creative Avenues". The charge will be made on/about the first of each month. If a payment due date occurs on a weekend, the payment will be deducted on the next available workday.
2. If the charge on the card on file is declined, late fees will apply to your balance. If you prefer to pay by cash or check, payment must be received prior the 1st of each month (otherwise your card on file will be charged).
3. A receipt will be emailed and/or given to you upon request.
4. If your card expires or is no longer available, please notify our office immediately to provide new card information. Any declined cards are subject to late fees until payment is made.

For Office Use:

Date form received:

Charge Amount Details (date, amount charged, reference #):

January	July
February	August
March	September
April	October
May	November
June	December