

2011-2012 Tuition Payment Form

In order to start Automatic Credit or Debit Card billing complete the appropriate section below and sign the form. All requested information is required. Upon approval, Sombbrero Time will automatically bill your credit or debit card for the amount indicated and your total charges will appear on your monthly statement. You may cancel this automatic billing service at any time by contacting us. Otherwise, Sombbrero Time will cancel billing after your May 1, 2012 payment. Circle the applicable class and complete payment option #1 or #2.

Class	Monthly Cost
Spanish AM/PM-1 Student	\$189
Spanish AM/PM-2 Students	\$348
Spanish AM/PM-3 Students	\$482
Spanish AM/PM-1 Student + 1 Kinder Student	\$280
Spanish AM/PM-2 students + 1 Kinder Student	\$439
Kinder Spanish-1 Student	\$109

Option #1: Credit/Debit Card Billing Authorization

Effective September 1, 2011 I, _____ authorize Sombbrero Time to bill the following account as indicated above. Tuition payments will be debited from the account indicated below on the first day of each month starting September 1, 2011 through May 1, 2012.

Circle One: VISA or MASTERCARD

CARD NUMBER: _____ EXPIRATION DATE: _____

3 DIGIT SECURITY CODE: _____ CARDHOLDER NAME: _____

CARD BILLING ADDRESS: _____

AUTHORIZED SIGNATURE _____ Date _____

Option #2: Bank Bill Payment Agreement

I agree to set up recurring bank bill transactions with my financial institution for the purpose of making timely tuition payments to Sombbrero Time. Checks generated from my financial institution will be made to the order of Sombbrero Time and delivered to the mailing address indicated below NO LATER THAN the 1st of each month. Recurring bank bill payments will commence on September 1, 2011 and end on May 1, 2012.

AUTHORIZED SIGNATURE _____ Date _____

2011-2012 Tuition Payment Policy

Please initial and return with your registration packet:

- Tuition is due on the 1st of each month and is payable via either automated Bank Bill pay, Credit or Debit card.
- All credit/debit card information is stored in an secured database for your protection. All hard copy payment forms are destroyed after data entry into the secured database.
- Hand written checks are generally not accepted and only when approved on a case per case basis.
- Tuition is considered delinquent on the 7th of the month, at which time a \$50 late fee will be applied to your account. On time payment ensures your child's seat is secured for the school year. Tuition is amortized over the school year and is not reduced for vacation, sickness or absences.
- A 16% family sibling discount is available per the published tuition schedule for 2011.
- Annual registration fees are non-refundable and cover student workbooks & class room supplies.
- If, for any reason, you choose to discontinue your student from Sombrero Time we require a 30 day written notice to be provided.

I have read and understand the Sombrero Time Tuition Payment Policy:

Initial: _____

Date: _____