

**TUITION PAYMENT PLAN AND AUTOMATIC PAYMENT FORM**

**Instructions - Please complete all 4 steps. Initial top right in agreement of our Academy policies**

To authorize Highway Stables to deduct monthly tuition payments by automatic deduction please read and complete the following four steps:

1. Read the Tuition Policies and be sure you understand them completely
2. Complete the form below
3. Return the original form to Highway Stables
4. Retain a copy of this form for your files.

**TUITION:** Tuition Payments must be made monthly via auto debit. Monthly installments will be automatically deducted from the debit/credit card provided on the 15th of each month. Payments are final and there are no refunds for cancellation. There is a \$10.00 fee for any non-sufficient funds/declined payments. Highway Stables reserves the right to dismiss any student whose tuition is not being paid. Riders with accounts past due will not be allowed to participate in lessons until account is brought current. Highway Stables relies on our tuition fees to run our business efficiently & care for our school horses, so that the students receive top quality instruction. We appreciate your timely payments, your business and cooperation.

**REGISTRATION & CANCELLATION FEES:** Highway Stables strives to work with committed and dedicated riders and therefore we run Registration in 6 month semesters, that renew September 1st & March 1st. We require riders to commit to lessons for a full semester (6 months) at a time. Registration fees are \$20 per semester and will be charged once yearly for ease of billing on September 1st (\$40 Total). New riders may start at any time throughout the year, and will pay a prorated Registration fee. If a rider needs to cancel their subscription mid semester, a \$15 cancellation fee will be charged via auto debit to the card on file. 30 days written notice is due to cancel the auto debit, email or written letter is acceptable, A prorated re-registration fee will be charged if the rider would like to then re-enroll. Registration fees are non-refundable.

**AUTOMATIC PAYMENT FROM YOUR CREDIT CARD OR DEBIT CARD**

**TERMS OF AGREEMENT**

I am authorizing Highway Stables to charge my credit card or debit account in the amount of the pledge I have indicated MONTHLY. I am in agreement with the tuition policies stated by Highway Stables \_\_\_\_\_ (INITIAL HERE). This agreement will remain in effect until I have given Highway Stables at least thirty (30) days written notice of its termination. A record of each payment will appear on my credit card or bank statement and will serve as my receipt.

PLEASE CHECK ONE: [ ] VISA [ ] MasterCard [ ] Discover

Automatic payment amount: \$ \_\_\_\_\_ Additional Payment Options: Registration Fee \_\_\_\_\_ (INITIALS)

Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Security code #: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Billing ZIP Code: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Name on card: \_\_\_\_\_

Student Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

A copy of our tuition policies has been provided to you, please make sure you understand them completely. To change payments to a different credit card you must resend this form 30 days prior to your next scheduled payment.

*Thank you for your business!*