



August 24, 2008

Dear Parents,

Joanne Brown Dancers uses Electronic Funds Transfer (EFT) for all payments and fees.

Registration and the first month fee can still be made by check or credit card.

Payment options will be monthly or annually, there is a discount for annually payments. You will have the choice of having your payment deducted from your checking or savings account or placed on your credit card.

Tuitions payments will be debited (deducted from your account) on the 3rd of the month and on the 12th of the month for costumes, competition, recital, and other fees. Statements go out on or about the 25th of each month.

What is EFT?

EFT electronic funds transfer is a method of accepting a payment by check or credit card, without the necessity of handling an actual paper check.

Here's how EFT works

Statements will be sent out on or about the 25th of each month. You have an opportunity to review the charges that will be debited from your account on the 3rd or 12th of the following month. Tuition payments will be debited on the 3rd of the month, all other fees will be debited on the 12th.

Example: Assume that Carol Corona signed up for Hip Hop and has selected monthly payments. September 25th a statement will be sent for monthly tuition of \$67.37 and costume fees of \$80.00. On October 3rd 67.37 will be debited from her account and on October 12th \$80.00 will be debited. On October 25th a new statement will be sent for the monthly tuition.

To get started fill out the registration form ...

Electron Funds Registration Form 2008-09

I _____ hereby authorize Joanne Brown Dancers to debit my _____ checking
(Your name Account holder)
_____ savings account at the financial institution listed below on the 3rd day of each month,
for monthly tuition for _____.
Dancer(s) first and last name

I understand if the 3rd falls on Sat or Sun my account will be debited on the 1st business day following Sunday.

I also authorize additional debit on the 12th of the month for other dance related expenses including, but not limited to costumes, dancewear, recital and other fees.

I understand no amounts will be debited from my account that has not been billed.

Name of Account Holder (please print): _____

Bank Name _____ Paying: monthly _____ yearly _____

Account No. _____

Routing Number (9digits on bottom of check) _____

Credit Card Authorization

I _____ hereby authorize Joanne Brown Dancers to charge my _____ visa
(Your name Account holder)

_____ MasterCard on the 3rd day of each month, for monthly tuition for _____
Dancer(s) first and last name

I understand if the 3rd falls on Sat or Sun my account will be debited on the 1st business day following Sunday.

I also authorize additional debit on the 12th of the month for other dance related expenses including, but not limited to costumes, dancewear, recital and other fees.

Paying: Monthly _____ Yearly _____

Visa Number _____ Exp Date _____

MasterCard Number _____ Exp Date _____

Security Code (The last 3 digits found on the back of your card) _____

Address of Card if it is different than what you put on the registration form:

I understand that Joanne Brown Dancers will withdraw funds directly from my bank account as indicated above. I understand that these payments will continue until the conclusion of classes. I understand that if I wish to discontinue payment due to ending classes early or need to change my account information, I can do so by requesting a change form or writing a letter indicating the change. I further understand that a \$20.00 processing fee will be added to my account if fund are unavailable, and I may be subject to a late fee.

Signature: _____ Date: _____

Are you using the same account as last year? Yes ___ No ___

