

CREDIT CARD FORM

Revised 07/01/2017

Our credit card policy has now changed to an automatic processing system. This has allowed us to offer 3 options for your convenience with NO SERVICE FEE.

Option 1 - "Monthly" - your credit card will be processed for the entire month on the last Friday of the previous month. Ex. We will process on August 25 for September's tuition.

Option 2 - "Bi-Monthly" - your credit card will be processed for ½ of the months tuition on the last Friday and second Friday. Ex. We will process on August 25 and September 8 for September tuition.

Option 3 - "Weekly" - your credit card will be process every Friday of the month for the following weeks tuition.

CALLING IN TO PROCES A CREDIT CARD PAYMENT WILL HAVE A \$5.00 SERVICE CHARGE ADDED.

DECLINED CREDIT CARDS WILL BE CHARGED A \$25.00 FEE.

Child's Name: _____ School: _____

Name as it appears on the card: _____

Credit Card type: Visa Mastercard American Express Discover

Credit Card #: _____

Credit Card Expiration Date: _____ CVV/ Security Code: _____

Credit Card Process Option (circle one): MONTHLY BI-MONTHLY WEEKLY

_____ I will call in on the day I would like my credit card processed and understand I will have a \$5.00 service fee added. I also understand that calling in after Monday will result in a late payment fee being processed as well.

Email to receive the receipt after each processing: _____

Tiny Steps Educational Center has permission to bill the above credit card _____
Monthly, Bi-Monthly, Weekly, Call in

For the 2017-208 school year.

Parent Signature Date