

## Rising Stars Academy:

### Billing Authorization

### Payment Information -

### Session Tuition:



**We accept cash, check, credit card and ACH.**

**\*Sessions 1-9 (Fall, Winter and Spring):** During the School Year Sessions, we have a rolling enrollment. Once you have enrolled in class, your enrollment will continue each session until the conclusion of Session 9; unless otherwise notified of a change. ALL School Year Sessions are 4 weeks long through Session 9. **Your credit card will be auto-charged on the CHARGE DATE which is the Monday one week before each session begins, unless alternative payment is made before the CHARGE DATE.** Your next session tuition will be added to your account the day after the drop date, giving you 9 days if you choose to provide alternative payment before the CHARGE DATE. Alternative payment includes in person by cash/check or in the portal via credit card or e-check. For the specific charge dates and our full session calendar, please check out our website. *If you wish to drop a class or take a break, please notify us 10 days before the charge date.* Please note that the sessions are not necessarily on a monthly schedule.

**\*Summer FLEX Tuition:** is paid in full on our FLEX schedule which gives our families the opportunity to choose from all 11 weeks to 10 or 9 weeks of summer classes allotting for vacations and other summer activities. Your family will choose which amount of weeks they want in the summer, noting which weeks they will attend when registering, and pay in full for those chosen weeks. There are no makeups in the summer do to our FLEX term options.

**Competitive Teams (Gymnastics):** Your monthly tuition charge for competitive teams at Rising Stars Academy will be added to your account on the 25th of the prior month. If choosing to pay with an alternate form of payment besides the card on file you will need to pay before the 5th of the month due. On the 5th of the month the card on file will be ran and charged the tuition fee, unless it had been previously paid.

**Un-Enrolling/Dropping:** To un-enroll or drop from class, you must submit your request to un-enroll in writing including the future date of your last desired class 10 days before the charge date of the next session. **The CHARGE DATE which is the Monday one week before each session begins.** Upon receiving your request, we will update your enrollment accordingly. No refunds or credits will be issued for missed classes. If you submit your Un-Enroll Request after the Drop Date (10 days before the Charge Date), you will be charged and enrolled in the following session. **Please note: You are responsible for payment for your student's classes WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the front desk VIA WRITTEN NOTICE.

**We Do Not Invoice:** Session tuition reminders will **NOT** be sent. We will notify you by email on the Charge Date if your tuition is unable to process or is not received. Calendars, noting class sessions/terms and payment schedules, are located at the front desk or on our website for your convenience.

**Payment Specifics:** Full payment is required at the time of registration. There is NO holding spots without payment. Check, MC, Visa, Discover, or Cash, over the phone, over the counter, or mail-in payments are accepted.

**NSF Check Policy:** If your check is returned for non-sufficient funds (NSF), you will be charged a \$25 NSF Fee on your account.

**Refund Policy:** Typically family accounts are credited for future use in classes or one of the many extra events. In the case of a refund there will be an additional 5% service charge taken out of the refunded portion.

**Credit Card On File:** We are completely PCI Compliant and will securely keep your credit card on file and charge tuition against it each session until you notify us otherwise. You have complete access via the Online Portal to change and/or update Credit/Debit card information at any time. If you do not want us to charge the credit card on file and would like to make a different form of payment you may do so prior to the 15th of the month, otherwise your credit card on file will be charged.

**10% or 20% Student Discounts!!!:** At Rising Stars Academy, ONLY the most expensive tuition in your immediate (same household) family pays full price. Every child after the first child from your immediate family, are discounted 10% tuition. If the same child takes a second class during a Session, that child receives 20% off the second class. Discounts do not apply to Open Gyms, Private Lessons, Special Group Classes and/or Events, or Home School Classes.

**Agreement of Payment Representation and Procedures:** I represent and warrant that if I am purchasing something or paying for a service from this facility or from other merchants through this facility that (i) any credit card or bank account draft (ACH Draft) information I supply is true and complete, (ii) charges incurred by me will be honored by my credit card company or financial institution, and (iii) I will pay the charges incurred by me at the posted prices, including any applicable taxes, fees, and penalties.

I hereby authorize (if online payment is made or autopay information is provided) Rising Stars Academy to charge my ACH draft, or credit card account. I understand that a written notice is required to terminate billing 10 days before the Charge Date preceding the next session to un-enroll and **I am responsible for payment whether or not my student attends classes until I notify this facility in writing to drop my student from class(es).**

If ever my family's account were to be delinquent(excess of 90 days), to which Rising Stars Academy has to seek outside services for fee collection; I authorize an additional fee totaling 35% of the entire account, including late fees, to be added on to cover all third party expenses. No refunds will be given if the classes are canceled due to weather and/or governmental shut down. We have a 3 makeups for every 12 week term policy in effect, please see our Makeup Policy under the rules terms and conditions section.

Should I dispute a charge through my financial institution this will constitute a breach of contract possibly resulting in, but not limited to, penalties, additional fees, collection, legal action, and/or termination of any and/or all current and future services.