



**2022-2023 CHANGE IN PAYMENT FORM**

Parent Name \_\_\_\_\_  
Student Name \_\_\_\_\_

**BILLING AGREEMENT**

Purpose of Update (Choose one)  REPLACE THE CARD CURRENTLY ON FILE  MAKE A ONE-TIME PAYMENT ONLY FOR (SPECIFY PROGRAM) \_\_\_\_\_

Billing Frequency (Choose one)  MONTHLY  QUARTERLY  SEMI-ANNUALLY  ANNUALLY  OTHER

Payment Type (Choose one)  CREDIT CARD  PERSONAL CHECK  BANK CHECK  MONEY ORDER  OTHER

**I UNDERSTAND THE FOLLOWING (Initial):**

- \_\_\_\_\_ If I have chosen the monthly plan, I am required to keep an active credit card on file at the school.
- \_\_\_\_\_ Using a credit card for any purposes at Mainspring Academy will result in a 3% convenience fee being added to the transaction.
- \_\_\_\_\_ Mainspring Academy will not accept cash payments for tuition, registration fees, parent participation opt-out fees, Intersession, the Extended School Day Program, or Extended School Year Program.
- \_\_\_\_\_ If the school has not received payment close of business on the 1<sup>st</sup> of the month or a monthly date otherwise agreed upon by Mainspring Administration; OR by close of business on the quarterly, semi-annual, or annual due dates, this credit card information will be used to process my tuition payment.
- \_\_\_\_\_ I am responsible for a \$50.00 fee for any bounced check penalties should I pay with a check returned due to insufficient funds. Repeated bounced checks maybe grounds for dismissal from the program.
- \_\_\_\_\_ After a second incident of a bounced personal check, I will be required to use bank checks, money orders, or an active credit card.
- \_\_\_\_\_ Late payments will result in a fee of 10% of my payment due, for each week late.
- \_\_\_\_\_ I am responsible for promptly notifying the School before any payment due dates and completing a change in payment request form if my payment information changes due to loss, fraud, insufficient funds, and any other circumstances.
- \_\_\_\_\_ Unpaid obligations may result in the suspension of my child from the school or its programs until payments are fulfilled.
- \_\_\_\_\_ I am responsible for unpaid obligations due to scholarship delays or related issues. Unpaid obligations or failure to arrange for timely payment to the school on my child’s state scholarship accounts may result in late fees and/or the suspension of my child from the school or its programs until payments are fulfilled.
- \_\_\_\_\_ Regardless of who is the actual payer of any amount owed, I remain solely responsible for all tuition, fees, and additional programming costs for my child.

**CREDIT CARD INFORMATION**

Name on Card \_\_\_\_\_

Cardholder Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Type (Choose One)  VISA  MASTERCARD  AMERICAN EXPRESS  OTHER

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

**BY SIGNING THIS DOCUMENT, I HEREBY AUTHORIZE MAINSPRING ACADEMY INC. TO BILL MY CREDIT CARD FOR TUITION, SCHOOL REGISTRATION FEES, PARENT PARTICIPATION OPT-OUT FEES, INTERSESSIONS, EXTENDED CARE SERVICES, AND/OR EXTENDED SCHOOL YEAR SERVICES.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_