

# HOBBLE CREEK LEARNING CENTER

## CREATIVE CLASS PAYMENT POLICY

These policies are designed to ensure a quality learning experience for both our students and instructors. Please take a moment to read and understand this document.

### Payment Methods

Payments are due on the first of each month for the upcoming month. Payments can be made monthly or by semester. We accept Visa, MasterCard, American Express, personal checks, and cash. You can set-up an automatic withdrawal payment, by filling out our Automatic Debit Form. Through automatic debit your payment will be charged to your card on the 1st of each month. If you withdraw from classes please let us know by the 25th of the last month you attend so that we will not continue to charge your card. **As of September 1<sup>st</sup> we will require a credit card on file for all of our creative class students.** This card will only be charged in the event that a monthly payment is not made.

### Cancelled and Missed Classes

We understand that your life is busy and occasionally you or your child may need to miss a class. If you know in advance that you will miss a class, please contact our office or your instructor as soon as possible. **We do not offer refunds for missed classes.** However, we are willing to prorate your monthly payment for classes you know you will miss, as long as you notify us at the time of payment. If you simply do not show up for a class you will not receive a refund. This policy is intended to help our teachers plan accordingly for instruction and materials. In the unlikely event that one of our classes is cancelled we will offer you a choice of attending a make-up class or a refund for the cancelled class.

### Summer Programs

Summer class payments are due at the time of registration. Payments can be made in person or over the phone using a credit or debit card. **Payments will be 75% refundable up to seven days before the class starts.** We cannot refund any money with less than seven days notice. If a summer program is cancelled a full refund will be given.

## PAYMENT OPTIONS

**Option #1- Monthly payments**

It is the responsibility of the parent to make sure payment for tutoring is received the 1st day of each month. Please fill out credit card information below. Your card will only be charged in the event that we do not receive payment by the 15<sup>th</sup>.

**Option #2- Monthly Automatic Debit**

If you choose this option you must complete and return the Credit Card Authorization below. If you include your credit card information below no bill will be sent. We will automatically charge your account on the 1<sup>st</sup> of each month.

**Option #3- Semester in Full**

Semester payments vary depending on the class and weekly schedule. However, paying for the semester in full will give you a significant discount. Refunds will not be given for semester payments.

Please check the above payment plan desired. I hereby give Hobble Creek Learning & Enrichment permission to charge my credit card as indicated by the payment plan selected. By signing below I acknowledge that I have read and understood the payment policies.

Circle one:     VISA     MASTERCARD     AMERICAN EXPRESS     Exp. Date (mm/yy): \_\_\_\_\_/\_\_\_\_\_

Card Number: \_\_\_\_\_

Cardholders Name (please print): \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_