



Stoughton
center FOR THE **arts**

Payment Method Form

Contact 608-873-0717 or
busmgr@stoughtoncenterarts.com
with questions

Please complete the form below to submit your payment information for keeping your card information in our secure merchant account system. This form will be shredded once information has been added to the merchant system.

Student Name:

Parent/Guardian Name:

Parent/Guardian Name:

Email Address for Payment Confirmation:

General Information

- Tuition is invoiced each month September through May.
- Once you advise us of your payment choice it will remain for the entire season. If you require a change to your payment choice mid-season, there will be \$20 administrative fee charged to your account.
- Recurring payment charges apply to monthly tuition only – the automatic withdrawal will be the same each month. Please email our Business Manager at the email above if you would like extra items such as costume deposits, costume balances, boutique purchases, etc. added to your recurring charges each month (in this instance, your automatic withdrawal will likely not be the same each month). You will receive monthly invoices detailing all charges on your account.
- If you choose to not have the extra charges added to your recurring payment, those charges are due by certain dates and late charges will incur if not paid by due date. Extra charges can be paid via cash, credit or debit card, bank issued check or personal check.
- A late fee in the amount of \$25 will be added to your account if not paid in full by the 10th of each month.

Payment Options

- **Cash payment** – you will need to make your cash payment to SCA by the 10th of each month September through May (regardless of what day the 10th falls on).
- **Tuition payment in full** – you may pay tuition in full no later than September 10th with any payment form – credit or debit card, bank issued check, personal check, or cash.
- **Tuition payment in two semesters** – you may pay tuition in two payments, by September 10th and January 10th, with any payment form – credit or debit card, bank issued check, personal check, or cash.
- **Bank issued check** – we accept bank issued checks for payment. Please set up with your banking system so that payment is received by us by the 10th of each month. Please use the student's name as the 'account number'.

- **Automatic Recurring Credit/Debit Card payment** – you elect to provide your credit/debit card information, entered into a secure payment system, for monthly recurring payments. They will process on the date you choose below.

Financial Information for Automatic Recurring Payments

Monthly Dollar Amount (if different than full tuition payment):

Start Payment Method On:

Date Processed Each Month: Circle the date you choose below

1 st	3 rd	5 th	7 th	9 th
2 nd	4 th	6 th	8 th	10 th

Do you want extra charges (costume deposits, costume balances, boutique purchases, etc.) automatically added to your monthly recurring automatic payment each month? YES NO

Circle: Mastercard VISA Discover

Print Name as it appears on card:

Address affiliated with card, if different than address on registration form:

Card Number:

Expiration Date:

3 Digit Code on back:

I hereby agree to the above monthly payment option for the current season, for the tuition invoiced September through May.

Print Name:

Signature:

Date: