

Olenka School of Music, Inc.

Monthly Private Lesson Automatic Credit Card Payment Authorization

If you would like to have your monthly tuition to a credit card each month, please fill out the information below and return it to our office. Your credit card will be charged within 5 days of the payment due date each month.

Student Name _____ Monthly payment amount \$ _____

Visa _____ MasterCard _____ Account Number _____

Exp Date _____ Security Code (on back of card) _____

Name of Cardholder _____ Email _____

Billing Address of Cardholder (please include zip code)

Phone Number of Cardholder

(Home) _____ (Cell) _____

Signature of Cardholder _____ Date _____

Please read the following rules and regulations regarding this automatic service:

1. Olenka School of Music, Inc. will charge the installment amount due each month for tuition to the credit card listed above. The charge will be made within 5 days of payment due date. If a payment due date occurs on a weekend, the payment will be deducted on the next available workday.
2. If for some reason the charge on the card is declined, we will notify you by phone and email and stop processing the automatic charge on a monthly basis. If you wish to pay by credit card after this time, you will need to provide OSM with updated credit card information.
3. A receipt will be emailed upon request.
4. No payments for other charges will be charged to this credit card without written authorization from the cardholder.
5. If at any time you wish to stop having your payment automatically deducted from your credit card please contact OSM in writing at the following address: 9520 Berger Road, Suite 104, Columbia, MD 21046.

For OSM Office Use:

40-week Charges Amount Detail:

Fall 2009 w/Registration _____ September 15 _____ October 15 _____ November 15 _____ December 15 _____

January 15 _____ February 15 _____ March 15 _____ April _____ May _____

Summer Session _____ Fall 2010 _____

Credit Card Denied Date _____

Notes:

