

OKAIGAN DOJO CREDIT CARD PROCESSING:

ALL STUDENTS WHO ARE ENROLLED FOR CLASSES AT THE OKAIGAN DOJO MUST FILL OUT THIS FORM OR THE REGISTRATION PROCESS WILL BE INCOMPLETE. IF YOU DO NOT WANT YOUR CREDIT CARD TO BE BILLED MONTHLY THEN JUST WRITE "NO" AT THE BOTTOM OF THIS PAGE.

I understand that if my monthly bill is not paid by the 5th of each month, either by cash, check or credit card, I agree that the Okaigan Dojo may charge the below listed credit card for all dues owed. (All fees owed, including late fees will be processed on the 6th) This may include any of the following: monthly tuition, late charges, belt testing fees, and/or equipment purchased.

LEAVE OF ABSENCE ~ VACATION ~ CANCELTION ~ POLICIES

Leave of Absence/Break for 1-29 days

No refunds or pro-ration of monthly dues will be given. **No exceptions.**

Leave of Absence/Break for 30+ days

- You will need to submit to us a letter in writing stating when you will be absent and when you will return. Forms available at office.
- This letter must be a minimum of a 30-day written notice. No phone calls or verbal announcements will be accepted. If we do not receive a 30-day notice then the full monthly dues and late fees, if applicable, will be charged. Your dojo fees will also be raised to the current fees that are being charged at the dojo.
- You will be charged an administrative fee of \$30.00.
- You will need to fill out a new Emergency Release form and Credit Card Authorization Form.
- You will also be charged, prior to your departure the following months dues. Example if you are gone for September you will be billed for October, prior to your departure.

Cancellation Policy:

- We require a 30 -day written notice for any type of with-drawl from the class. (This may include, but is not limited to: sickness, medical, school, leaving the dojo for any reason (quitting/trying a new activity etc).
- If we do not receive a 30-day written notice then you will be liable for all "monthly rates & late fees if applicable". (Your credit card, which will be kept on file, will be charged).
- We also reserve the right to refuse business service. If at anytime we wish to sever our "month to month" agreement to you we can at any time and will not need to give the client a 30 day notice of quit.

ONE CLASS PER WEEK VS UNLIMITED CLASSES PER WEEK

- If you attend "once class per week" (1X) and you wish to move to "unlimited classes per week" please let us know in writing. You may also be subject to any "new/current" monthly fees.
- If you attend "unlimited classes" and wish to move to "once class per week" (1X) then we DO need a 30-day written notice and you may also be subject to any "new/current" monthly fees.

I have read the above policies, I understand and acknowledge all of them. _____
initial

I hereby authorize the use of my **VISA** **M/C**
(CIRCLE ONE)

Print Name as it appears on card: _____

Credit card Number: _____ Expiration Date: _____

Address _____ City _____ Zip _____ 3 digit code (on back of card) _____

Authorized Signature: _____

MONTHLY TUITION:

I would prefer that you charge my credit card monthly _____ YES or NO and initial

If you choose NO please understand that:

Monthly dues are due on the 1st and late after the 5th. A \$30.00 late fee will be billed to your account if dues have not been paid by the 5th 9th and a \$50.00 late fee will apply if dues have not been paid your dues from the 9th – 30th. Payments can be called in during business hours, mailed in and checks may be left in payment box on secretary desk.

I have read and understood the statement above _____
initial