



PAY-IN-FULL OFFLINE FORM

WINTER 2018

The pay-in-full offline form allows you to pay your balance in full outside of our online system. This form is to be used by families who chose "Bill Me Later" at registration check-out. Possible reasons for selecting "Bill Me Later" and using this form include:

- Prefer to pay by check or off-line
- Account has a credit (IE: work-study students, overlapping classes, etc...)
- Scholarship recipient

Please use the following form to provide your payment information **PRIOR TO THE REGISTRATION CLOSE DEADLINE**. Anyone registering for classes that chose "Bill Me Later" **MUST** provide payment information to the front desk prior to registration closing in order to be placed into classes.

This form will allow Circus Juventas to apply any applicable discounts, credits, or scholarship awards before charging the full balance due for WINTER 2017 Tuition. If paying in full after these credits are applied is a concern for you, please fill out a payment plan form instead. Payment plans allow families to pay 50% at time of registration and the remaining 50% a few weeks into the session. Any questions may be directed to our Student Finance Manager, Ariel Begley, at ariel@circusjuventas.org.

YEAR LONG OPTION: *Circus Juventas is offering the opportunity for families to sign up for a YEAR-LONG pay-in-full offline plan. This is for families who plan on taking classes for future sessions and want to continue paying offline. A credit card number is REQUIRED for the year-long payment plan. Unfortunately, we cannot take checks for this option at this time. If you choose this option, you do not have to fill out a new payment plan form for each session, and CJ Staff will carry over your credit card number to use for the next session's payment.*

NOTE: Each session MUST be paid in full before the next one begins. Balances from a previous session cannot be carried over into a future session.

Pay-In-Full Offline Form

Please print and fill out the information below (if you have multiple students you can list all the students on one form):

Student(s) Full Name: _____ Student(s) Age(s): _____

Parent Full Name: _____

**Communications regarding your payment plan will be sent to the primary email on your student's account.*

Please select your method of payment from the options below:

Check made out to Circus Juventas and post-dated for the registration close deadline. You may provide a blank check if the tuition total has not yet been calculated. Please make sure your check is signed!

Check # _____

Credit Card (Visa/MasterCard/American Express accepted)

Number: _____ Exp Date: _____ CV code: _____

Are you a scholarship recipient? If yes, please check the box below:

Yes, I am a scholarship recipient.

Want to do a **YEAR-LONG** pay-in-full offline form? Check the box below (for credit card payments only):

By checking this box you are approving Circus Juventas to keep your card on file and charge the card as soon as your invoice is ready (with all applicable credits applied) for each session of the 2017-2018 year.

**If we are unable to reach you directly, messages regarding the total balance due will be left (by email and/or phone) and payment will be put through 24 hours after notification. It is the responsibility of the primary contact/payer to contact Circus Juventas within that time if any special arrangements need to be made.*

Once completed, send/fax it to:

Circus Juventas
1270 Montreal Ave
Saint Paul, MN 55116

Email: ariel@circusjuventas.org

Fax: 651-699-4395

For Office Use:

WINTER '18 TUITION \$ _____

Applicable Credits/Discounts -\$ _____

TOTAL BALANCE DUE \$ _____

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