



PAYMENT PLAN POLICY

WINTER 2018

At Circus Juventas we do our best to ensure that every interested student has the opportunity to train in our program. We also recognize that the financial commitment may be challenging for some of our families. Our payment plan hopes to aid families by spreading their payments over the course of each session.

Circus Juventas' payment plan policy consists of TWO payments per session:

- 50% of the total amount due **MUST** be paid up front at the time of registration/re-enrollment for classes. **If the first payment has not been made by the close of registration, students will remain UNREGISTERED for classes.**
- The remaining balance must be paid on the specified date in each session as determined by the CJ directors/administrative staff.

NOTE: If classes are added after the initial payment plan form is submitted, the additional cost will be added to the next payment plan amount. In this case your second payment may be higher than initially quoted.

In order to qualify for the payment plan program, you MUST be willing to submit your payments in one of two ways:

- Provide a credit/debit card (Visa, MasterCard, or American Express)
- Provide post-dated checks

The 2nd installment for the Winter 2017 Session will be processed on December 15th.

Please make note: should you select the credit card option, your card WILL be charged on the date listed above. If post-dating a check, please write the aforementioned date on the check to be used for the 2nd installment.

YEAR LONG OPTION: Circus Juventas is offering the opportunity for families to sign up for a YEAR-LONG payment plan. This is for families who plan on taking classes for future sessions and want to continue paying via the formalized payment plan option. 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 plan dates. Those dates will be announced at the start of each session's registration.

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.

Payment Plan 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 (one with current date, another post-dated for Oct 6th) Please make sure all checks are signed!

Check #s _____

Credit Card (Visa/MasterCard/American Express accepted)

Number: _____ Exp Date: _____ CV code: _____

Want to do a **YEAR-LONG** payment plan? 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 on the chosen payment plan dates for each upcoming session for the 2017-2018 year. Those dates will be announced at the start of each session's registration.

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

Yes, I am a scholarship recipient.

**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 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:	
TOTAL \$ _____	
50% \$ _____	PaidBB _____
50% \$ _____	PaidBB _____