

**Bensenville Park District  
Terms of Automatic Monthly Payment Plan**

The Bensenville Park District offers the convenience of an automatic scheduled payment contract at no cost to you. If you choose to enroll in this program, a monthly statement will be provided for your personal records.

By participating in the automatic payment plan, I understand and agree to the following terms:

- Automatic payments will be processed on the first day of the month beginning September 1, 2018 through February 1, 2019.
- Credit/Debit cards that are declined will be charged a \$25.00 service fee by the Bensenville Park District.
- (Example: expired *card expiration dates*, lost or stolen cards, reissued cards, etc.) The **\$25.00 fee will not** be waived. Please understand it is your responsibility to keep your Credit/Debit card information current.
- Credit cards that decline may result in forfeiture of this payment option.
- All late fees, attendance change and additional care fees will be **automatically** debited from your account and listed on your monthly statement. No exceptions.
- Please contact Customer Service at (630) 766-7015 (Mon-Fri, 9-5pm) with your current credit card information and please fill out a new form with current card information.

**Tiny Tot School Program Cancellation/Withdrawal Information:**

The Bensenville Park District must receive requests to withdraw from the 2018-2019 Preschool Programs by September 15, 2018 in order to receive a refund of your first tuition fee, not including the \$50 Non-refundable placement fee. A \$5 service fee will be charged for cancellation.

Program withdrawal requests received after the start of Preschool must be received two weeks before your child's last day in order to receive a refund of tuition paid for the days that your child will not attend due to withdrawing from the program. Program withdrawal requests will be accepted October 1-March 1. Refunds will not be issued for program withdrawal requests after March 1. Please contact Youth and Teen Supervisor, Phyllis Schmidt if you need to cancel your child's enrollment. Call (630) 238-4922 or email [pschmidt@bensenvilleparkdistrict.org](mailto:pschmidt@bensenvilleparkdistrict.org).

Print Name of Card Holder _____			Signature of Account Holder _____			Date _____		
I choose to use Auto pay for my Tiny Tot School payments _____								
Staff Initials _____		Visa	MC	Discover				
Card Number _____								
Expiration Date _____			Amount \$ _____					
Billing Zip Code _____			CVV# _____					
Authorized Signature _____								