

The Riding Academy Auto Payment Form

(Please Print)

Lessons Starting & Billing Date: / /

Name on card _____

Phone # _____ E-mail _____

Billing Address _____ City _____ State _____ Zip _____

Visa

MasterCard

Card Number _____ Expiration Date ____/____

I give permission for The Riding Academy to bill my credit card/debit card for **monthly charges** at the below price and on the above day and The Riding Academy will continue to bill me on a monthly basis. If you want to use a different card or if there is a change in your information, expiration date, you may edit your card information by calling or filling out a new payment form. Signing this means, you agree that The Riding Academy is permitted to charge your credit card/debit card a **monthly fee** and any other charges you may incur in connection with your use of The Riding Academy.

Student name(s), Day & Time of lesson	# of times per week	X	Lesson Price per month	+	Carrot Clubber	=	Monthly charge per student
	#	X	\$	+	\$	=	\$
	#	X	\$	+	\$	=	\$
	#	X	\$	+	\$	=	\$
	#	X	\$	+	\$	=	\$
Miscellaneous Monthly Costs:						=	\$

Monthly Total \$

Billing information-

- To cancel charges fill out the Cancellation Auto Form, located next to the homework board and put the form in the black mailbox near the soda machine or mail to The Riding Academy at 30300 Garbani Rd Menifee, Ca. 92584. Cancellation forms received at least 48 hours before the next billing date will cancel the next billing. In the event your cancellation form is received less than 48 hours before your next billing date, you will be billed for the next month. For example, if you turn in a cancellation form on 2/12/03 and your next billing date is the 13th you will be charged on 2/13/03. If The Riding Academy is closed, we will not be processing cancellation forms. See the calendar on our web site at www.theridingacademy.net or the tack room wall for days the The Riding Academy will be closed. If you have missed lessons and would like to make them up please do so before your cancel date. Make ups are for actively enrolled students ONLY. Please confirm that the billing charges have been canceled call me at 1(951)301-9272 or email:theridingacademy@hotmail.com.
- All payments are to be in advance and there are no refunds or credits for partial months. All fees and charges are nonrefundable. We may change the charges in effect, or add new charges from time to time, but we will give you advance notice of these changes by posting a sign on the tack room wall.
- All monthly charges after the 1st month will be billed on the lesson starting day. The first monthly charges will be processed on or after the lesson starting date.
- Credit card/debit card monthly fees after the 1st month will be billed on the same day each month and thereafter until you cancel by filling out the cancellation form.
- There is a \$10.00 fee for credit card/debit card that are declined or non sufficient funds that will billed to your credit card/debit card, plus balance due when sufficient funds are available.
- Accounts canceled with in the first 3 months will be charged a \$20.00 processing fee.
- We reserve the right to terminate or restrict your use of our services, without notice, for any or no reason whatsoever.

Signing this I agree to the above terms and I am over 18 years of age.

Signature: _____ Date: ____/____/____

For office use only

Date ____/____/____ Time ____:____ processed ~ Q Auto ____ Auto ____ 1st month ____