



# PAYMENT TRACK SHEET

Student's name: \_\_\_\_\_

Annual Total Fee: \_\_\_\_\_ Monthly amount: \_\_\_\_\_ Quarterly amount: \_\_\_\_\_

Payment Type:  Post dated Cheques  VISA/MASTERCARD  CASH

Payment form:  Quarterly (Aug.15, Nov. 1, Jan.15, April 1)  MONTHLY (Aug. 15, Sept.1 - May 1)

## CREDIT CARD AUTHORIZATION

Cardholder Name: \_\_\_\_\_ Cardholder Phone Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

I hereby authorize Douglas Ballet Academy to make monthly/quarterly VISA/MASTERCARD debit transactions, for the payment of DBA lessons beginning August 15, 2014 and ending on May 1, 2015 for the amount of \$\_\_\_\_\_.

I also hereby authorize Douglas Ballet Academy to make a VISA/MASTERCARD debit transaction, for the payment of the DBA Year End costume(s) on November 15, 2014 for the amount of \$\_\_\_\_\_.

I understand that all fees are based upon an annual sum for which lessons are divided into either 10 monthly payments or 4 quarterly payments for client convenience.

By signing, I acknowledged I have read, understood and agreed to Douglas Ballet Academy's payment policies.

Authorizing Signature (cardholder's signature): \_\_\_\_\_

For your protection, we will be shredding all credit card receipts after transactions. If you do not want us to do this and would rather come in and pick-up your receipts each month, please initial: \_\_\_\_\_

### FOR OFFICE USE ONLY:

| YEAR | MONTH                    | SALES RECEIPT | CHEQUE# VISA/CASH | AMOUNT         | NOTES                            |
|------|--------------------------|---------------|-------------------|----------------|----------------------------------|
| 2014 | <b>Upon Registration</b> |               |                   | <b>\$30.00</b> | <b>Registration</b>              |
|      | August 15 (m/q)          |               |                   |                |                                  |
|      | September 1              |               |                   |                |                                  |
|      | October 1                |               |                   |                |                                  |
|      | November 1 (m/q)         |               |                   |                |                                  |
|      | November 15              |               |                   |                | <b>Costume Fee (cheque only)</b> |
|      | December 1               |               |                   |                |                                  |
| 2015 | January 1                |               |                   |                |                                  |
|      | January 15 (q)           |               |                   |                |                                  |
|      | February 1               |               |                   |                |                                  |
|      | March 1                  |               |                   |                |                                  |
|      | April 1 (m/q)            |               |                   |                |                                  |
|      | May 1                    |               |                   |                |                                  |
|      | Ballet Exam              |               |                   |                |                                  |