



Longmont Recreation Services • Summer Day Camp 2018 Installment Billing Authorization Agreement for Credit Card/Bank Account



Applicant name (Please print): _____

Address: _____

City/State/Zip: _____ Camper(s) name(s) _____

Primary Phone: _____ Alt Phone: _____ E-Mail: _____

The undersigned hereby authorizes the City of Longmont to collect payment via the means selected below: by either initiating a credit card charge to or by automatically withdrawing funds from a checking or savings account from the account specified.

- \$5 is collected for each day enrolled at the time of enrollment. The daily balance (day camp: \$35.50/ \$45.00; Tween LOCO: \$37/ \$47.50) is charged in two week increments: pre-camp billed on May 15; June 1-14 billed June 1; June 15-30 billed June 15; etc on the 1st and 15th of the month prior. Catch up billing for installments added after the regular 1st or 15th will be billed weekly on Fridays.
- Balances due may be pre-paid in any increment in person or over the phone at the St Vrain Memorial Building and on-line.
- Refund Policy: Cancellations received more than 11 days in advance are subject to a \$5 cancellation fee per day per child. NO refunds for cancellations with less than 11 days notice.
- Should an automated payment be declined during the Auto Pay process, payment is accepted at the St Vrain Memorial Building in an alternate form: full payment must be received for any day that a camper attends. (i.e. if the balance due is \$355, at minimum the \$35.50 daily payment must be paid for each day PRIOR to the camper attending camp. No camper will be allowed into camp without prior payment.) **After any two declined payments, the account is no longer eligible for installment billing and all unpaid balances become immediately due.**

It is understood that completing this payment agreement constitutes a contractual commitment to pay Recreation Services Longmont Summer Day Camp fees on a bi-monthly basis beginning May 15 on the 1st and 15th of the month through Aug 1 (including any additional weekly Friday catch up payments May 18-Aug 3). I understand that it is my responsibility to update my customer information (i.e. address, phone number, credit card number/routing and account information) in the event my information changes.

- All installment bills will be automatically charged/debited as authorized to the card holder's credit card or withdrawn from the customer's checking or savings bank account. If the payment is declined, an automated e-mail is generated noting that a fee of \$0 was collected and a note will be placed on currently attending camper's sign in/out sheet (or contacted via phone if not currently attending camp). Payment of the declined amount must be received before their child can return to camp. The applicant will be responsible for any bank fees incurred. Please contact Jennifer W. in Recreation Services at 303-774-4756 for account questions or if changes to your personal information needs to be made.

I elect for: **auto debit to my credit card:** MasterCard/ Visa/ AmEx/ Discover (You will be contacted for card information if not provided in person with form.)

automatic withdrawal from my checking or savings account (You will be contacted for routing and account information if not provided in person with form.)

The undersigned states that s/he has read and understands the terms of this agreement and agrees to be bound to this agreement and acknowledges that s/he has received a copy of this agreement.

Signature: _____ Date: _____

Signature: _____ Date: _____

Recreation Staff: _____ Date in L-Trac: _____

For the Longmont Summer Day Camp, Tween LOCO camp, and SCOPE camps:

May						
S	M	T	W	T	F	S
27	28	29	30	31	●	

June						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	●	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July/ August						
S	M	T	W	T	F	S
1 ●	2	3	4	5	6	7
8	9	10	11	12	13	14
15 ●	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	●	2	3	4

● = Bill date for the following color-grouped dates:
i.e. Bill June 1 for June 1-15, Bill June 15 for June 16-30, etc.

Catch-up billing is run every Friday.

Should enrollment for any billed period occur after the billing (i.e. enroll for June 8 on June 4 with installment billing) the balance due is collected the following Friday (which is June 8 in this example).

While bills are set to run on the 1st and 15th, we may alternatively collect payment on the next business day.

Please note that after any two declined payments, installment billing is no longer an option and all monies become immediately due.

Verification of funds transfer is done via automatic e-mail. Please note the amount of the charge in the e-mail. If it says "0.00" please contact the office to arrange payment at 303-651-8404.

