



Monthly Automatic Billing Policy

August 2014

To improve service and provide a discount to our regular students, THH is offering the option of monthly automatic prepayment for lessons via credit card at a reduced cost per lesson. Automatic prepayment entitles the student to one lesson per calendar week at a regularly scheduled time. Available prepayment plans are:

\$175 per month for a weekly 1 hour lesson
\$125 per month for a weekly ½ hour lesson

**These plans provide savings compared to individual lesson rates even if 9-10 sessions per year are missed

Program details

****There are no make-ups****

Lessons may be rescheduled in advance, or monthly payment may be temporarily suspended in the event of vacations or other planned long-term absences

- The automatic prepayment program reserves the student's scheduled lesson time each week.
- The credit card (Visa, MC, AMEX) will be billed on the first business day of the month. Debit transactions cannot be processed.
- If there is an outstanding account balance when starting the automatic prepayment program, the balance will be charged to the credit card provided unless other arrangements are made.
- There will be no refunds or rescheduling of canceled lessons. If the lesson cannot occur at the normally scheduled time for any reason, including weather, sickness, facility closure, etc., there will be no opportunity to "make up" the session. Lessons may be rescheduled in advance with sufficient notice (generally more than one week ahead of time) if an appropriate time is available during the week in question. There is no guarantee that an alternate time will be available.
- Monthly billing may be canceled or temporarily suspended at any time with written notification that includes the name of the person whose credit card is being billed and the name of the student. Email may serve as written notification provided it is acknowledged by THH staff.
- Once the charge for the month has been billed, it will not be refunded. Written notice must be received 7 days prior to the end of a month to prevent being charged for the upcoming month. For example, to ensure that an account is not charged in the beginning of October for weekly lessons in October, written notification must be received by THH by 23 September.
- Please provide updated credit card information in the case of a changed or expired card. New forms are available on the website or at the barn.
- THH reserves the right to deny participation in the automatic billing program if charges are repeatedly denied.

Signature (acknowledgement)

Printed name

Date