



## **Credit Card Form**

*Updated 7/26/2023*

Attention all Parents:

Please complete the credit card form. All families must complete a credit card form to keep on file. This form will be stored in a locked drawer, separate from other school forms. This form will serve as a backup if a family fails to pay tuition/monthly charges, carries a high balance or has returned a check. HLC management will make multiple attempts to try to collect an open balance before charging a family's credit card.

Credit cards will only be used for payment in the aforementioned situations unless discussed with the director. There will be a 3.5% fee applied to cover the credit card transaction fee. Credit cards that decline will have an automatic \$30.00 charge each day the credit card information is not updated. If a credit card payment fails after 3 attempts, HLC will move to send any outstanding balance to a collection agency. All forms must be initiated. Please submit updated credit card information.

If you have questions or concerns please feel free to contact HLC Management.

I, \_\_\_\_\_, have read this form in its entirety and agree to  
Printed Name

the conditions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_/\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_