A Family Tree School-Age Enrichment Program

A Family Tree Automatic Credit Card Withdrawal Approval:

*Circle which school: 1669 Warwick Ave   126 Edythe Street   1648 Warwick Ave

I _____ give Family Tree the authorization to debit my account/credit card for the following amounts *every Monday* of each week:

(Circle all that apply)

ONE TIME CHARGE of: _____ Date: _____

Recurring each week: _____ OR Every 2 weeks: _____ Date: _____

Field trip: $_____ Payment plan fees: $_____

Special notes: _____

(*Please PRINT the below information CLEARLY)

Name of the card holder: _____

Name of the child: _____

Debit card number: _____

Exp. Date _____ CRV No. _____ Billing Zip code: _____

Phone number: _____ Email for confirmation: _____

Signature of approval: _____ Date_____

*Please note the following:

-You may permanently stop your credit card auto withdrawal AT ANY TIME WITH AN ADEQUATE 1 WEEK NOTICE, if at any time you choose to change your payment methods to "checks or money orders".

-Credit Cards are processed **automatically** every Monday Morning through our processing system, UNLESS TOLD OTHERWISE. Please allow a 1 week notice for any temporary STOPS to credit cards for vacation weeks. You can stop your credit card in advance by the following two ways: Fill out a vacation request form and give to your schools *Director* at least 1 week in advance **OR** Email the home office at familytreeoffice@yahoo.com (subject line- Credit card vacation week request)

-If your child happens to become unknowingly sick in the present week that the credit card was already charged, *the office will have to be notified*, then we typically credit the week for the upcoming week **or** you can choose to be refunded, however the system does not do this automatically so the office will have to manually make the above adjustments. Refunds typically reflect in bank after 2-4 business days.

-After 3 declines, the CC system "rejects" that particular card in the system, so a NEW credit card will have to be placed on file.

(Form Revised 1/2020)

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