

# Credit Card & ACH Debit | Authorization Form South Mountain School of Horsemanship, LLC.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## One-Time New Student Lesson Packages

Start Date: \_\_\_\_\_

Private Lessons (4) \$280.00

Private Lessons (8) \$520

## Payment Plan Schedule

Start Date: \_\_\_\_\_

Group Lessons (4) \$200.00

Semi-Private Lessons (4) \$260 .00

Private Lessons (4) \$300.00

Group Lessons (8) \$380.00

Semi-Private Lessons (8) \$500 .00

Private Lessons (8) \$580.00

Other: \_\_\_\_\_

I authorize South Mountain School of Horsemanship, LLC. to charge this same account for any extra lessons, activities, or events that I sign up for. Please note, you will receive an emailed receipt immediately when charges are processed, but it may take a few days to show up in your bank account.

## ACH Payment Information

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

## Credit Card Payment Information

Cardholder Name (as shown on card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_

MasterCard

Visa

Discover

AMEX

Other: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Second Authorized Signature of Bank Account if Required: \_\_\_\_\_

Date: \_\_\_\_\_

South Mountain School of Horsemanship, LLC.  
**Payment & Cancellation Policies**

Effective August 1st 2019

**AutoPay vs Pay-As-You-Go:** To be eligible for lesson packages, discounted rates, group lessons, and all "extra" barn activities (trail rides, clinics, open rides, etc) students must have an AutoPay account with SMSH.

**Payments (ACH & Credit Card):** All payments are charged at a flat package or lesson price without any additional bank or service fees. All AutoPay charges will appear on your bank statement as being from SMtnHorsemanship.

**Late Payment and NSF Fees:** Declined credit cards or bounced/declined ACH payments will incur a fee of \$20.00. Any accounts not paid in full by the 1st of the month will be assessed a \$25.00 late fee.

**Withdrawal:** Should a student wish to withdraw from riding lessons he/she must fill out the online withdrawal form, found on the SMSH website. Withdrawal forms must be received by the 15<sup>th</sup> day of the student's final month of lessons. If withdrawing after the 15th, the student will be charged a \$50 late withdrawal fee.

- Example: If you want May to be your last month of lessons, you must submit your withdrawal form by May 15th at the latest to avoid a \$50 late withdrawal fee.

**Refunds:** No refunds will be issued for any lesson, event, class, series, or activity.

**Changing Lesson Day/Time:** Students are welcome to switch lesson slots if there is room in a preferred slot. Students are welcome to check back as often as they would like to see if a more convenient lesson time has become available.

**Make-Ups & Cancellations:** Students are allowed 12 make-up lessons every year. **24 hours' notice is required for cancellation of any lesson regardless of the reason. If canceling with 24+ hours' notice, the lesson can be rescheduled within 60 days of the missed lesson. If canceling with less than 24 hours' notice, the lesson will not be rescheduled, regardless of the reason.** Rescheduled lessons will not act as credit for the following month's lesson package. Make-up lessons cannot be used to extend lessons past your requested last lesson date and cannot be transferred to any other students enrolled at SMSH. Any unused make-up lessons will be forfeited after your last enrolled lesson.

In order to be eligible for a Make-Up Lesson, Cancellations or Reschedules must be submitted through the online form on the SMSH website.

If SMSH cancels a lesson for any reason, students will be credited that lesson and will not lose it.

**Release:** I hereby acknowledge and agree to the policies listed above and authorize South Mountain School of Horsemanship, LLC. to charge my bank or credit card account the amount of the lesson costs as indicated in the above sections plus any charge declined or late fees as necessary. I understand that said amount will be charged monthly on the 25th day of the month preceding the month for which the lesson cost is applied. This authorization shall remain in effect until South Mountain School of Horsemanship, LLC. receives written notification from me of intent to terminate at such time and in such a manner as to afford the Service Provider and bank reasonable opportunity to act (at minimum before the 1st of my final month of lessons).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_