



Credit Card Recurring Payment Authorization

How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express, or Discover card. You will provide your credit card information over the phone or schedule a time to come in to the office to set up payment information. Each billing period you will be charged the amount indicated on your invoice. Once we receive your credit card information, we will charge your first month's tuition plus the CRLC one-time registration fee if you are a new student. The remaining monthly tuition will be deducted automatically on the first of each month. You agree that no additional notification of upcoming payments will be provided unless the date or amount changes, in which case you will receive notice from us, via your email, prior to the payment being collected. You also understand that you are making a commitment to pay for a full session of language classes, per your invoice, even if you are unable to complete the session for any reason.

By selecting this option and completing the registration form, I authorize Capital Region Language Center (CRLC) to charge the credit card provided according to the terms outlined above. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date.

I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; provided the transactions correspond with the terms indicated in this authorization form. Should this draft not be honored by my credit card company for any reason, I realize that I am still responsible for paying fees or any charges assessed to CRLC associated with the return or decline of my EZ Pay transaction.