



Authorization for Monthly AutoCharge or Electronic Funds Transfer (EFT)

If you have been on a monthly payment plan, or wish to begin a monthly payment plan for Fall 2011 / Spring 2012 classes, you are **required** to choose either AutoCharge or EFT.

What is AutoCharge? The AutoCharge plan allows WDA to process your monthly class fees by automatically charging your Visa, MC or Discover Card on the 1st business day of each month. If pre-registered, the first payment will be charged on September 1st, 2011 and the 1st business day of each month thereafter through the month of May.*

What is the EFT plan? The EFT plan allows WDA to process your monthly class fees by automatically withdrawing funds from your financial institution's account on the 1st business day of each month. If pre-registered, the first payment will be charged on September 1st, 2011 and the 1st business day of each month thereafter through the month of May*.

***If I do not want to continue this program, and want to either drop out of WDA or switch to the "half-season" plan, how do I cancel it?** Should you decide to discontinue classes, or switch plans, you must submit, IN WRITING (no emails), a notice with intent to cancel or change plans. This must be done a minimum of 7 business days prior to the next charge in order to avoid your account being charged for the next month. THERE ARE NO REFUNDS unless a class is canceled. *WDA has the authority to cancel your plan without notice if your financial institution does not honor the withdrawal/charge. In this case, your account will be considered UNPAID and will be subject to a late fee of \$5.00 per week after 15 days past due.*

How much will be charged/withdrawn? Once your registration has been received, along with this authorization form, a copy of this form will be mailed to you with the calculated monthly fee indicated in the "Office Use" box.

I would like to enroll. How do I sign up? Please complete the form below, sign and date it. This form must accompany your registration form in order for your class registration to be processed properly. If choosing to pay monthly, we will NOT hold placement in any class until this form is on file.

Option 1: AutoCharge on Visa, MC or Discover

Account Holder's Name _____
FULL Billing Address for THE CARD (include zip code) _____
Street City State Zip
Card # _____ - _____ - _____ - _____ Exp. Date ____/____
X _____ Today's Date _____
Authorized Signature of Card Holder

Option 2: EFT Automatic Withdrawal

Account Holder's Name _____
Name of Financial Institution _____
Address of Financial Institution _____
Street City State Zip
Account Type ___ Checking ___ Savings Today's Date _____
Routing Number (9 digits) _____ Account Number _____
X _____
Authorized Signature of Account Owner

OFFICE USE ONLY
Date Received _____ Date of 1st charge/withdrawal _____
Amount to be charged/withdrawn \$ _____