

**CREDIT/DEBIT CARD AUTHORIZATION AGREEMENT**  
**Monthly Autopayment Program**

**Hawaii Academy**  
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By completing the information and signing below, I authorize *Hawaii Academy* and its agents to utilize the credit card number identified below to pay my session/monthly invoice(s), automatically, on or after the invoicing date, before the start of the next instructional period. In so doing, I am aware that I do not need to contact *Hawaii Academy* every month to have my invoice(s) paid via credit card. Further, I agree to notify *Hawaii Academy* at the above contact information of any changes required, including the canceling of this automatic payment agreement. I understand that any invoice delivered to me, either electronically or by mail, with the customer number and serial number will automatically be paid. If a stop date is provided below, the recurring payment will cease when the stop date is reached with any balance due thereafter subject to late fees without notification. If I wish to change any information below, including terminating this agreement, I will provide 30 days written notice to the above mailing address of such change (if giving the notice of change to a gym manager personally, the required notice time is 14 days).

I hereby authorize Hawaii Academy to initiate credit/debit card entries and, if necessary, initiate credit entries and adjustments to any debit/credit card entries in error to my account indicated below to debit same account.

Customer (Client) Name \_\_\_\_\_ Student (Child) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Telephone numbers to use in contacting the client in the event of a problem (calls usually made 3-8pm Mon-Fri evenings):

1st phone \_\_\_\_\_ 2nd phone \_\_\_\_\_ 3rd phone \_\_\_\_\_

Circle One: Visa    MasterCard    American Express    Account Number \_\_\_\_\_

Name on Credit/Debit Card \_\_\_\_\_ Exp Date \_\_\_\_\_ Sec Code \_\_\_\_\_

Address of CC Billing (if different from above) \_\_\_\_\_

Stop Date Instructions: \_\_\_\_\_ Ongoing    Stop Date (MM/DD/YY) \_\_\_\_\_ Other Instructions \_\_\_\_\_

I understand that my account will be charged on the 1st day of each month (or the first business day if the 1st falls on a Sunday or holiday) as prepayment for the next session/month until *Hawaii Academy* has received written notification from me of discontinuation of this agreement, as described above. I understand that HA posts charges for each new instructional period a few days before that session/month/period begins and those charges will be paid in the very next batch process of all HA members. I understand that a hold, payment decline, or other such refusal to pay by the bank processing the charge will be treated the same as a returned check subject to a \$25 processing fees, which I will pay in addition to the payment due. Further, I will pay any collection fees assessed should my account become delinquent, including any attorney expenses should legal services be required. Session/Monthly tuition payments are due prior to the start of each session/month

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for using our Recurring Payment System (ccAutoPay).**

**Security Notice:** Our fax reception process is internally secure and confidential, but we do not trust email transmissions. The best way to get us this information is in a sealed envelope addressed to the Hawaii Academy Registrar and hand delivered to one of our gym managers who will personally get it to the registrar who will keep it locked in her files. We make every effort to insure the confidentiality of your financial records.

**Legal Disclaimer:** In no event shall *Hawaii Academy* be liable for any loss, damage, cost, expense, or injury resulting directly or indirectly from this letter agreement, including, without limitation, the use or failure of the payment process. Without limiting the foregoing, in no event shall *Hawaii Academy* be liable to customers or any third party for any consequential, incidental, special, indirect, punitive, or exemplary damages, including loss of profits and loss of business, even if advised of the possibility of such damages.

