



Partial Payment Plan Authorization Form

For Summer Camp, Full-Year Childhood Enrichment, Full-Year Dance, and Travel Athletic Programs ONLY

Families that choose not to make the full payment at the time of registration may sign up for the partial payment plan, which divides program fees into two equal payments. Due to the number of families using the plan and the financial tracking involved, exceptions cannot be made to the following procedures and guidelines for partial payments:

1. All programs must be paid in full by the final payment due date or the participant will be withdrawn the following business day.
2. This Partial Payment Plan Authorization Form must accompany a completed Registration Form. Both must be completed in their entirety in order to be processed.
3. Program fees must be paid in two equal payments. Additional payment dates or monthly installment plans will not be permitted.
4. A valid credit card (Visa, MasterCard or Discover) must be physically present at the time of registration in order to schedule your second half payment. This card will be automatically charged per the payment schedule listed below.
5. There is a \$20 charge for a rejected/incorrect charge payment. Continued delinquency of more than 1 week will result in removal of the participant from the program.

Instructions

Applicant must complete both a Registration Form and a Partial Payment Authorization Form. First payment is due at the time of registration and must equal half of the total program fees. The second payment will charge automatically on the final payment date listed below to the credit/debit card provided at the time of registration. **A \$20 service fee will be assessed to the applicant's account for declined payments. If payment is not submitted within one week of the delinquency, the participant will be removed from the program.**

Total Fees from Registration Form \$ _____

Today's Payment:

Total fees you are paying today \$ _____

NOTE: If registering for camp during the early bird discount period, discount will apply in-full toward your first payment.

Scheduled Payments:

Number of Scheduled Installments _____

Installment Payment Amount \$ _____

Payment Processing Date(s) _____
Month/Day/Year

Method of Payment (Please Circle) Visa MasterCard Discover

I, _____ authorize the Park District of Highland Park to initiate charges for the purposes of payment for the selected program(s) in accordance with its established payment schedule as outlined above. In the event my payment is declined due to insufficient funds, the Park District of Highland Park has the authority to withdraw the participant and charge a \$20 non-sufficient charge/rejected credit card fine, plus any applicable service charges in accordance with Park District of Highland Park policy.

Authorized Signature

Date