

Maritime Conservatory Of Performing Arts Credit Card Authorization Form

Pay Code	
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This form authorizes MCPA to make 4 8 (circle one) charges in the amount of \$ (Box D below) to the credit card listed below on the 5th 15th (circle one) day of each month, or the following business day, beginning in September (Term 1) and/or February (Term 2).

CREDIT CARD INFORMATION		
Customer Name:		
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card		
Credit Card Number: <input type="text"/>	Expiry Date: <input type="text"/>	
Name as it appears on Credit Card:		
Total Payment Amount (in Box C below):		
Signature:	By Phone: <input type="checkbox"/>	Date:
CREDIT CARD BILLING ADDRESS		
Street Address:		
City:		
Province:	Postal Code:	Country:
Phone Number:	Email:	
STUDENT INFORMATION		
Student Name:	Student Number: <input type="text"/>	
PAYMENT INFORMATION		
Invoice:	Department / Program	Amount

PLEASE ATTACH PAPERTRAIL INVOICE

Sub-Total:	A	
Processing Charge:	B	10.00
Total:	C	
Calculate 4 equal payments per term or 8 per year:	D	



This information is to be used solely for processing payments as described above. MCPA's right to use this info will expire on completion of payment. All information must be provided and delivered to the registration desk or faxed to (902) 423-6029 for processing. A charge will be levied against all declined payments.

Maritime Conservatory Of Performing Arts. – **Confidential and Proprietary**
6199 Chebucto Road, Halifax, Nova Scotia, B3L 1K7, Canada
 T (902) 423-6995 F (902) 423-6029 Email: admin@maritimeconservatory.com
www.maritimeconservatory.com
THIS IS A TWO-PAGE DOCUMENT

INSTRUCTIONS

- Fill in all credit card information including the payment amount to be charged to your credit card. Form must be signed and dated by the cardholder for validation. The Maritime Conservatory Of Performing Arts cannot process credit card payments without an authorized signature.
- The Maritime Conservatory Of Performing Arts does not accept debit cards or cards that require use of a personal identification number as a method of payments by installment.

OPEN HOURS

- Office Hours: Monday-Friday 8:30 am—5:00 pm
- The Campus is open for classes Monday to Friday 9 am-9 pm, Saturday 9 am-5 pm and Sunday 12 pm-5 pm.

REGISTRATION

- New and returning students must contact the Administration Office to complete Registration before teaching may begin.
- Teachers will require Proof of Registration for admission to the student's second class.
- Registration for some lessons and classes may be permitted at other times throughout the year.

PAYMENTS

- FULL YEAR: Tuition is payable in full by VISA, MasterCard, Debit, cheque or cash.
- PER TERM: Tuition is payable by the following methods:
 - o in full by Visa, MasterCard, Debit, cheque or cash.
 - o in full by four post-dated cheques per term.
 - o in full by four pre-authorized VISA or MasterCard debits per term.
- A charge of \$20 will be levied against all cheques returned for insufficient funds. The student may not continue with lessons until the account has been paid up to date.
- As MCPA is an educational institution, HST is not charged.

TAX INCENTIVE

- Retain your Dance or Kindermusik receipts for use in the Nova Scotia Health Promotion and Protection Healthy Living tax incentive: www.gov.ns.ca/hpp/pasr/healthy-living-incentive.asp

REGISTRATION INFORMATION

TUITION FEES

- Our faculty are all self-employed teachers and they set their own fees for private lessons. Info about each teacher's fees is available by calling our Administration office at 423-6995

REGISTRATION FEES

- Unless otherwise stated, a non-refundable registration fee is payable in addition to all tuition fees, as follows:
 - o Terms I & II paid in advance—\$60 (\$30 tax receipt issued)
 - o Term I only—\$30 (no tax receipt)
 - o Term II only—\$30 (no tax receipt)
 - o Group of 11+ lessons—\$30 (no tax receipt)
 - o Group of 6-10 lessons—\$15 (no tax receipt)
 - o Group of 1-5 lessons—\$10 (no tax receipt)
- The Registration Fee covers administration costs only. It does not include any benefits.

OFFICE USE ONLY

TERM 1 PAYMENTS	AUTHORIZATION No.	TERM 2 PAYMENTS	AUTHORIZATION No.

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