

# 2017 Summer Camp Payment Plan Agreement Form

If you are paying in full at the time of registration do not complete this form.

## Payment Plan: \_\_\_\_\_ Initial

- **\*\$50.00 non-refundable Payment Plan Fee (one per child) due at the time of registration is in addition to the total Camp fee.**
- **Must register for a minimum of 8 sessions to qualify for the payment plan.**
- **One child per form.**
- **Invoices will not be sent.**
- **How to pay:** In-person, by mail, 24 hour drop box or online at [www.plainfieldparkdistrict.com](http://www.plainfieldparkdistrict.com)
- **Mailing Payments:** if you are mailing your payment make sure it arrives on or before the due date. If it is received in the mail after the due date then it is considered late. Please also consider this if you intend on using your financial institution for Online Bill Pay.
- **We do not accept payments over the phone.**
- **See Payment Plan Policy: Late fee of \$25**
- **Payment types accepted:** Check, Cash, Money Order, VISA, MASTERCARD, or DISCOVER.
- **Paying via Check / Money Order:** Please make payable to the PLAINFIELD PARK DISTRICT.

## Payment Due Dates:

**\$50 Payment Plan Fee Due at the time of registration.**

Payment #1: April 15

Payment #2: May 15

Payment #3 June 15

Payment #4: July 15

*If payment due date falls on Saturday or Sunday payment is due on the following Monday by 6pm. No exceptions.*

## Camp Payments:

**Please use worksheet on reverse side to calculate.**

## Payment Plan Policy: Late Fee of \$25 per participant \_\_\_\_\_ Initial

The Payment Plan Policy states that payments must be made on or before the **close** of said business day listed above. **If payments are not received on or before due date and/or are not the correct amount a late fee of \$25 will be assessed to your account. If a check is returned to us for any reason, there will be a Non-sufficient funds (NSF) fee of \$20 and the payment will be considered late.** Once the late fee is assessed, you will have five (5) days to remit payment plus late fee. If after five (5) days your account has not been brought up-to-date, your child will be removed from the Summer Camp program. Late Fees are non-refundable.

**NSF Fees: All NSF Checks will incur an additional and non-refundable charge of \$20.**

**\$50 Payment Plan Fee is non-refundable.**

**Summer Camp Refund Policy:** Refund/Transfer requests may be made up to five (5) business days prior to the start of a class. A \$5 service charge will be deducted per person, per program number from all refunds except for those canceled by the Park District. Refund requests received after the deadline will be honored only for certified medical reasons or moving from the district and will be prorated from the last date attended and/or date the documentation (doctor's note, closing papers/transfer letter) is received. Payment Plan Fee, Late Fee, and NSF Fee are non-refundable.

By signing below I have read and agree to abide by the payment plan I have selected and understand the payment plan policy, payment plan fee, NSF fee, and refund policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Household Last Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

All information will be kept confidential. If you have any questions, please do not hesitate to call the Plainfield Park District at (815) 436-8812.

### FOR OFFICE USE ONLY:

Today's Date: \_\_\_\_\_

Make a copy for Customer (initial): \_\_\_\_\_

Payment Plan Fee Program #: **22450 PP**

Payment Plan Fee\*: \$50 \*Non-refundable

Payment #1: \_\_\_\_\_ Payment #2: \_\_\_\_\_ Payment #3: \_\_\_\_\_ Payment #4: \_\_\_\_\_

Plainfield Park District ~ 23729 W. Ottawa Street ~ Plainfield, IL 60544 ~ Ph: 815-436-8812  
Business Hours: Monday – Thursday 8:30 am to 6:00 pm, Friday 8:30 am to 4:30 pm; Closed Saturday and Sunday.

**PLEASE RETAIN COPY FOR YOUR RECORDS.**

