



2010 DOJO POLICIES

Atlanta Budokan is a family owned and operated martial arts school teaching locally for over 25 years. It has always been the primary mission of our school to provide martial arts instruction to people of good character.

Contracts: ***We have never required contracts.*** Our philosophy has always been that we want you to want to train with us. If you or your family members' situation should change, we do not want you to be locked in financially. We have always kept our fees reasonable to help the people in our community afford to train here. Because anything new takes time to become a habit, we require all new students commit to a three-month period upon registration. This three-month period may be paid in one installment at the current quarterly rate or in monthly installments, **VIA AUTO PAY ONLY**, at the current monthly rate.

Payments: Students may pay monthly, quarterly or annually. Monthly payments will only be accepted if you are signed up for auto pay via credit card or checking account. Quarterly payments may be made via auto pay, cash, check, or credit card (Visa/MC/Discover only).

Payment Due Date: All payments, whether monthly or quarterly, **are due one week prior to the 1st day** of the month. Tuition payments received after the 5th of the month will be assessed a \$15.00 late fee.

Registration Fees: A one-time family registration fee of \$45.00 will be charged for the following classes: Aiki-jujutsu (adult and children), Shinkendo and Fitness Kickboxing. There are no registration fees for the Weight Room, Women's Self-Defense Course, Firearms Courses or other seminars.

Re-registration Fees: If your membership has expired past the Leave of Absence limit, you will be subject to the \$45.00 registration fee should you decide to re-enroll.

Attendance Policies: When you register for classes you are not purchasing a number of sessions. Registration provides you access to our classes over a set period of time which you or your child may attend as your schedule permits. Children are limited to two classes per week. Adults are not limited in the number of classes they may attend. There is **NO** credit for unused or unattended classes. Parents whose children miss classes should make up those classes within the same billing cycle. Once tuition expires classes **cannot** be made up.

Leave of Absence Policies: Accounts can be placed on hold for up three (3) months. After three (3) months, if the student does not return, any unused time will be lost. Exceptions will be made for those serving our Country or for those with extenuating medical conditions. If on auto pay you must complete a "Hold Auto Pay" form.

After reading, please initial each section of our payment policies, to ensure that you understand the terms and conditions of our payment policies:

Account Holder / Responsible Party:

(Int)_____ I have received a copy of the current rates and understand rates are subject to change.

(Int)_____ I understand that I may pay annually or quarterly via manual payment or auto pay. If I decide to pay monthly, I must pay via auto pay.

(Int)_____ I understand that tuition is due one week prior to the 1st day of the month upon tuition expiration and that a late fee of \$15.00 will be charged automatically if my account is paid after the 5th day of the month.

(Int)_____ I understand that if I am on auto pay and need to change the credit card or checking account being drafted, a new form must be filled out within 14 days of my payment being drafted.

(Int)_____ I understand that if I wish to stop auto pay, I must fill out a Stop Automatic Payment Form within 14 days of my payment being drafted. A phone call will not suffice. If payment hits and I have not completed stop payment form I understand I will not receive a refund.

(Int)_____ I understand that if my payment, whether manual or automatic, is dishonored, I will be charged all applicable bank fees for returned checks or returned automatic charges. All payments for returned items must be paid prior to being able to return to class.

(Int)_____ I understand that if I am on auto pay and place my account on hold, I will be charged a \$15.00 administrative fee to restart auto pay.

(Int)_____ I understand that new students are subject to Registration Fees and that if I am re-registering, after the Leave of Absence limit, I am subject to Registration Fees.

(Int)_____ When you register for classes you are not purchasing a number of sessions. Registration provides you access to our classes over a set period of time which you or your child may attend as your schedule permits. There is NO credit for unused or unattended classes. Parents whose children miss classes are able to make up those classes within the same billing cycle. Once tuition expires classes **cannot** be made up. **There are no tuition refunds.**

(Int)_____ I understand the Class Attendance Policy.

(Int)_____ I understand the Leave of Absence Policy.

If you have any additional questions or concerns please contact Shawn Forristall.

Sincerely,

Shawn Forristall
Head Instructor
Atlanta Budokan

By signing this I am acknowledging that I have read and understand Atlanta Budokan's Policies.

Student/Guardian

Date