

**Old Orchard Beach Recreation
1 Portland Ave (Mailing)
148 Saco Ave
Old Orchard Beach, ME 04064**

Installment Plan Policy

Agreement

We are pleased to be able to offer an installment plan in order to help accommodate our participants and insure that all Old Orchard Beach citizens can enroll and participate in our community recreation programs.

Name: _____ Phone: _____ Date: _____

Address: _____ Email: _____

1. Payment must be received in full by date(s) indicated below. Full payment must be made within **four** months.
2. Payments must be paid on a monthly basis unless otherwise stated.
3. If you must drop a program, please notify Old Orchard Beach Recreation prior to the starting date. A refund will be issued. If you drop after the first class or program date, you must contact OOB Recreation prior to the second session or class meeting to receive a 50% refund less a \$5.00 handling fee. **No refunds will be issued after the second class meeting/session. Participants will be responsible for the remainder of the payments if OOB Recreation is not notified of cancellations.**
4. New Installment Plan enrollments from the same household will not be accepted for subsequent programs if account balances are not paid in full according to this agreement. The Town of Old Orchard Beach reserves all rights for collection and recovery of delinquent accounts.
5. No interest will be charged on accounts paid under the terms of this agreement. A one time processing fee of \$10.00 will apply to all Installment Plan accounts. Interest on delinquent accounts will accrue at 1% per month on all outstanding balances after the due date.
6. Every applicant must provide a valid credit card number, and **authorize OOB Rec to charge to that account**, should their account not be paid in full **four** months from the agreement date.

Payment Schedule

Registration Subtotal	Processing Fee	Total Due	Initial Payment (25%)	Balance Due
	\$10.00			

Monthly Payment _____ Due Date: _____

Monthly Payment _____ Due Date: _____

Monthly Payment _____ Due Date: _____

The undersigned agrees to the above terms and conditions for Installment Plan registration in Old Orchard Beach Recreation Programs. In addition, the undersigned has provided, and authorizes OOB Rec. to charge, a valid credit card to be used in the case that the account becomes delinquent (not paid within 4 months of the agreement date).

Credit Card # _____ Exp. Date _____

Applicant signature _____ Date: _____

OOB Rec signature _____ Date: _____