



November 2024

### **PAYMENT PLAN: HOW TO ENROLL YOUR DANCERS**

In order to participate in our payment plan, you need a minimum total balance of \$400. **Fill out one form for each family and use additional forms as necessary. Front Desk staff cannot process payment plan forms.**

- Consult the Mt. Prospect School of Classical Ballet and Studio Impulse class schedule in the Mt. Prospect Park District Winter 2025 Program Guide.
- Select the classes your dancer will participate in for the 2024-2025 curriculum year and fill out the class information on the attached form (code, program name, participant's name, etc.).
- Fill out the Credit Card Payment section and please print the name of the credit card holder beneath the signature line. Please note you cannot pay by check for the split payment option.
- Sign and date the form and return it in an envelope to **RecPlex ONLY**. Please put **“Attention Toria Smith”** on the envelope.
- Your first payment of 50% of the total will be processed upon approval of Toria Smith, Lions Rec Center and Cultural Arts Manager.
- Your second payment of 25% of the total will be processed February 10<sup>th</sup> and your third payment of the remaining balance will be processed March 10<sup>th</sup>.

**ALL FORMS MUST BE TURNED INTO RECPLX BY MONDAY, JANUARY 13th.**

Questions regarding the payment plan can be directed to Toria Davis Smith at 847-640-1000 ext 202 or [tdavis@mppd.org](mailto:tdavis@mppd.org) .

Thank You