



BELL TOWER LANGUAGE ACADEMY

3116 W. Main St - Alhambra - CA - 91801

Phone: (626) 943 - 9970 - info@belltowerschool.com

Returned Check Policy

In the event that your check is returned to Bell Tower Language Academy for non-payment, we will make up to two (2) subsequent attempts to collect ELECTRONICALLY from your checking account. Bell Tower Language Academy will electronically charge a fee of \$35 for all returned checks, and a \$35 fee for each attempt to re-present the check. If we are still unable to collect, we will require a cashier's check, money order or other suitable means of payment for the returned check and applicable fees. If there are repeated instances of returned checks, you will be required to pay with a cashier's check, money order or other acceptable payment option on an ongoing basis.

If payments are not received within a reasonable time, then it will necessary to turn your account over to a collection agency.

Enrolled child/children: _____

Responsible Payer: _____
(Print Name)

(Signature)