Newport Parks & Recreation

Payment Plan Application

Thanks for your interest in Newport Parks & Recreation programs. Our policy requires payment in full at time of registration for all programs. As a service, Payment Plans can be arranged to allow participants to register prior to full payment based on specific terms. Payment Plan terms must be met *completely* for a participant to remain in good standing. If terms are not met for any reason, enrollment will be terminated immediately. Please read the payment plan terms carefully and complete the form below. Once completed, please submit for approval. Checks can be made payable to **Newport Parks & Recreation**.

Payment Plan Terms

- A 25% deposit of total programs fees is required at time of registration to your reserve space(s) in the program(s).
- Post-dated checks *must be* submitted at time of registration for each payment of the remaining balance.
- Payments will be kept in our safe and deposited automatically on **Monday mornings** according to the schedule below. Checks should be post-dated to reflect the dates listed on your schedule. Alternative deposit dates will not be accepted.
- Payment plans must be scheduled such that each program is paid in full by the start date. Payments scheduled after the cut-off will not be accepted unless approved in advance.
- If a check is returned due to insufficient funds, or the terms of this contract are not met for any reason, enrollment in unpaid programs will be terminated immediately. Participants can be re-enrolled once full payment is received in the form of cash or money order.

Applicant Information

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Child/Participant Name(s):

Program Name(s):

Total Cost: $

Deposit Paid at Registration (25% Minimum): $

Number of Payments Requested:

Reoccurring Payment Amount: $

Payments will be deposited on Monday mornings only. Please use this calendar below to form your payment schedule. Be sure that the dates on your checks match the dates selected below. Alternative check dates will not be accepted.

Deposit Date:	Amt:	Check #
EXAMPLE	$ 55.00	# 632
First Deposit	$	#
April 19	$	#
April 26	$	#
May 3	$	#
May 10	$	#
May 17	$	#
May 24	$	#
May 31	MEMORIAL	DAY
June 7	$	#
June 14	$	#
June 21	$	#
June 28	$	#
July 5	$	#
July 12	$	#
July 19	$	#
July 26	$	#
August 2	$	#
August 9	$	#
August 16	$	#
August 23	$	#
August 30	$	#

EVERY PROGRAM MUST BE PAID IN FULL BY THE PROGRAM START DATE

Household Information

PRINT CLEARLY ● PRINT CLEARLY ● PRINT CLEARLY ● PRINT CLEARLY ● PRINT CLEARLY ● PRINT CLEARLY ● PRINT CLEARLY● PRINT

Guardian Name:

Phone: ☐ Cell ☐ Home ☐ Work

Email Address:

Primary Guardian Signature: _____ Date: _____

Submit completed application to: Newport Parks & Recreation, ATTN: JKB, 222 Main Street, Newport VT 05855
Questions: Call (802)334-6345 or email JBooth@NewportRecreation.org

Approved by: _____ Title: _____ Date: _____