



Automatic Payment Agreement TERMS & CONDITIONS

By signing up for our Electronic Automatic Payment program you are agreeing to a payment plan option for your registered program. Not all Parks & Recreation Department programs are eligible for payment plan options. a. Once you have elected into a payment plan option for your eligible program, this option cannot be changed for the duration of the program. The monthly fee due will be set by the cost and duration of the program. You will automatically be enrolled for all eligible future programming. You may pay off your remaining program balance at any time. To cancel auto-pay for any eligible future programming please complete an Authorization to Terminate Form (available at our Customer Service Desk) and return it either in person or email it to wprd@worthington.org. b. If fees are not received (or bounced) from your automatic payment method, you will be notified and be required to pay the amount due plus a \$15 processing fee. You will have the ability to correct your payment method to avoid lapse of enrollment of your registered program. Payment due and corrections to your payment method must be completed within three (3) business days of being notified. If corrections have not been made and payment has not been received in the applicable time frame, the Parks & Recreation department will withdraw you from your program enrollment. c. Refunds for programming will be evaluated and granted by case by case basis. Refunds must be initiated by emailing with the subject header, "REFUND REQUEST" to wprd@worthington.org. Any granted refunds for programming will be made back to the elected electronic automatic payment option or if applicable, a check refund will be initiated by the City within thirty (30) days. d. First payment is due in person upon signing up for our Electronic Automatic Payment program.

Agreement to TERMS & CONDITIONS

Whereby the City of Worthington is authorized to electronically transfer funds from my automatic payment option as indicated above to a designated City of Worthington account for the purpose of membership, rental or programming fees, as applicable, for the City of Worthington Parks and Recreation Department. I authorize the financial institution indicated above to credit or debit the same as indicated. I understand this authorization will remain in effect until revoked by me submitting cancellation in writing using an Authorization to Terminate Form to the Parks & Recreation Department five (5) business days before my withdrawal takes place. I have received and understand the terms & conditions associated with the payment of my City of Worthington Parks & Recreation membership, rental or program through electronic automatic payment.