



APPROVED CONTINUING EDUCATION NETWORK & DATABASE

Credit Card Payment Form



Standard Application Fee

- ACEND is allotted 30 calendar days to process an application from the date it is received.

Expedited Application Fee – Optional Additional Cost

- ACEND will process application within 14 calendar days from the date it is received
 - If application is received less than 30 days prior to the beginning of the course, the expedited service fee must be added.
 - Applications received up until the start date of the course may be approved proactively as long as the course evaluation form is included in application packet and contains all question detailed in application.

Please use the following form to authorize ACEND to charge your card a single time for the below services. Your card information will not be kept on file for future use.

Fee Calculation Form			
Item	Price per Item	Quantity	Total
Single Course Provider Application Processing Fee	\$125		\$
Retroactive Single Course Provider Application Processing Fee	\$225		\$
Expedited Service Fee (Provider Applications)	\$50		\$
Individual Retroactive Application Processing Fee	\$75		\$
Expedited Service Fee (Individual Retroactive Applications)	\$25		\$
		Total	\$

By signing below, I hereby authorize ACEND to run a one-time credit card charge for the total charge listed above in the fee calculation form. I understand that this credit card charge will show up under the vendor "Institute of Physical Art". I also understand that once the application has been received and payment processed, there will be no cancellation or refund of the application fee. Refunds will not be issued in the event this application is not approved.

Name (Please Print): _____

Signature: _____

Date: _____

Credit Card Information		
Card Type:	MasterCard	VISA Discover AMEX
Company /Organization:		
Email Address:		
Cardholder Name: (as it appears on card)		
Card Number:		
CVV:	Expiration: (MM/YY)	Zip: