



Tuition Policy

TUITION POLICY DETAILS

- Payment of tuition is **DUE BY THE 1ST OF THE MONTH**. Payment of tuition secures enrollment for your child in class. **All accounts are required to have a credit/debit card on file.** Monthly tuition will automatically be charged to that card on the 10th of the month if prior payment has not been made!
- *If your child is absent due to any reason; illness, vacation, other activities, payment is **STILL** due by the 1st to continue to hold the spot for your child.*
- *We offer automatic credit card deductions for monthly tuition. We accept Visa and MasterCard. A Credit Card Authorization Form will need to be completed and signed to take advantage of this automatic deduction. There is **NO** administrative service fee for this service! April and the recital fee will be charged together on April 1st. May and June tuition will be charged together on May 1st.*
- *The custodial parent is responsible for payments.*
- *If your child is no longer taking classes, a "Drop" form must be completed or notification in writing is required. Any outstanding fees on the account must be paid in full upon un-enrollment.*
- If student has not been in class for five weeks, we will assume that the child has dropped.
- *The re-enrollment fee within the season is \$15.*

OUR SEASON is August 15th, 2011 through June 9th, 2012.

- **TUITION REMAINS THE SAME EACH MONTH REGARDLESS OF WHETHER IT IS A 5-WEEK MONTH OR A SHORTENED MONTH DUE TO HOLIDAYS.** *Tuition is not pro-rated, refunded or credited for missed classes or holidays.* Any student who misses a class may make-up classes in other comparable classes within the same month. Please pick-up the form at the front office for make-up classes, prior to taking the class. This will let the teacher know of the make-up.
- *So that we can close out for the season and get ready for recital, tuition for the months of May and June are collected together on May 1st. June will be treated as ½ month, the technical rehearsal, dress rehearsal and the recital are **charged as one class each as the teachers are required to be there and must be paid for their time.***

LATE FEES

- **Payments are due the 1st of each month!** If your credit card on file does not allow payment for any reason, you will be notified by email and phone message. Payments received after the 15th of the month will be assessed a \$25.00 Late Fee unless we have received a "Drop" form or **written notification** dropping the child from class prior to the 15th of the month. **NO EXCEPTIONS !**
- A \$35.00 return check fee will be added on all insufficient fund checks.