



Classic Dance Academy
Tuition & Make-Up Policies
2017-2018

PLEASE INITIAL INSIDE EACH BOX TO ACKNOWLEDGE YOUR UNDERSTANDING OF OUR POLICIES:

Tuition is due the 1st of every month. If payment is not received by the 10th, a \$35.00 late fee will be assessed. If payment is not received by the 15th of the month, the student will not be allowed to participate in class and will be asked to go to the front desk to contact a parent to be picked up. Accounts with an unpaid balance over 30 days will be subject to a 1.5% monthly service charge. Tuition payments can be paid by automatic withdrawal by credit/debit card or mailed to CDA. All tuition payments are non-refundable. Family discounts are available. Tuition is based on a 40-week calendar year and each month is the same tuition rate whether a student has class scheduled 3, 4 or 5 times in that month, except in August and June which are paid at 50% of the month's tuition rate. Tuition will be pro-rated only for students who register for new classes in the middle of the month. An annual non-refundable registration fee of \$25.00 is due at the time of registration. Summer classes require an additional non-refundable \$25.00 registration fee.

A 30-day written notice must be given to the front desk to drop any class and tuition is charged for the 30-day period. Students are permitted to continue class during the 30 days after a drop notification is given.

Any check returned to Classic Dance Academy to insufficient funds will incur a \$30.00 Returned Check Fee. In addition, the account balance will be due in full within 3 days of notification. The account balance can be paid via money order, cashier's check, credit card or cash. Accounts set up on Auto Pay will be removed from Auto Pay if the credit card on file is declined two consecutive times.

Classic Dance Academy does not offer credit, extensions, transfers or refunds for classes missed. Classic Dance Academy does provide a make-up policy for classes missed due to illness, injury, school or class cancellation and weather-related closures. A student may make up the missed class within two weeks in another comparable class or in a class lower than his/her level. Should CDA cancel a class, we will offer sufficient time for make-up or reschedule the class. You must call ahead, to the front desk, and have approval to schedule a make-up class.

Students WILL NOT be allowed to participate in class without this document signed, together with the Student Policies. **I HAVE READ THE 2017-2018 TUITION & MAKE-UP POLICIES. MY SIGNATURE AFFIRMS THAT I UNDERSTAND SAID POLICY AND AGREE TO SAID TERMS.**

Parent Name

Date

Student's Name

