



## Classic Dance Academy

### 2018-2019 Tuition & Make-Up Policies

**PLEASE ACCEPT THIS DOCUMENT TO ACKNOWLEDGE YOUR UNDERSTANDING OF OUR POLICIES:**

Tuition is due the 1<sup>st</sup> of every month. If payment is not received by the 10<sup>th</sup>, a \$35.00 late fee will be assessed. If payment is not received by the 15<sup>th</sup> 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 Classic Dance Academy. 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 2018 and June 2019. (August 2018 is prorated 50% of the month's tuition rate and June 2019 is prorated 25% 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. Students who are not participating in the Annual Showcase must submit a 30-day written drop notification by May 1, 2019 to avoid charges for June 2019 classes. Student participating in the Annual Showcase are required to participate in June 2019 classes.

Any check returned to Classic Dance Academy due to insufficient funds will incur a \$30.00 Returned Check Fee in addition to any applicable Bank Fees and Late Fees. 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.

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 Classic Dance Academy cancel a class, we will offer sufficient time for make-up or reschedule the class. Students/Parents 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/accepted, 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.**