

FINANCIAL POLICIES AND PROCEDURES

- ▶ Enrolled students are students who have paid the registration fee - \$40 (regular registration) and have paid for the full year or semester or are making monthly payments. **Registration fees are non-refundable.**
- ▶ Monthly Tuition is due on the 1st of the month; a \$15 late fee is added to all tuition paid after the 10th of each month. Tuition paid by the semester will be due on the first class date in both September and January. If ANY account is still delinquent by the 15th of the month, the account will incur a charge of \$5 per day until the account is clear.
- ▶ Student(s) will be dropped for non-payment after 30 days if the account is not made current.
- ▶ Students who withdraw or are dropped from the roster must pay a re-enrollment fee of \$40 plus current tuition and will be responsible for paying any delinquent tuition at the time of re-enrollment.
- ▶ Students are required to pay for all classes. The academy is not responsible for classes missed due to illness or time conflicts. Payment envelopes are available for tuition to be paid by mail.
- ▶ All students enrolled on the monthly plan are required to pay each month. The monthly fee may be waived if a student notifies the Academy in writing/via email PRIOR to the beginning of the month that they will miss with an explanation of the absence due to illness, injury, Saturday school, travel, etc. Students who are absent less than one month long will not have their tuition prorated or waived.
- ▶ Class cards are valid for up to 6 months from the date of purchase and cannot be used for Summer Enrichment or Summer Intensive classes.
- ▶ Each student's payment status will be indicated on their registration form: Yearly/Semester/Monthly/Class Card with the amount of classes or single class fee.
- ▶ A \$30 fee is added to checks returned for insufficient funds and must be reconciled with certified funds (cash, cashier's check, credit/debit card, and/or money order) within 10 business days from the date of verbal or written notification by Dallas Black Dance Academy.
- ▶ No personal checks will be accepted after a check has been returned; **cash, money order, or credit/debit card** will be the only acceptable forms of payment for all future payments.
- ▶ There is a \$2.50 processing fee for all credit/debit card transactions.
- ▶ Credit for overpayment will be applied to the next tuition payment, costume fee, or recital fee. A refund will only be given if the credit cannot be given for the current dance season.
- ▶ **Refunds must be requested in writing within 10 business days of payment. Refund request processing may take 4-6 weeks. There is a 10% processing fee deducted from all approved refund payments.**
- ▶ Costume and recital participation fees are due by the last class date in December. Recital fees are non-refundable. Costume and recital participation fees are **not** refundable.