

The Dance Academy of Bartlett  
Pay-in-Person  
Tuition/Payment Plan

Length of Contract:

Upon registering at The Dance Academy of Bartlett, you are responsible for paying monthly tuition installments based on an annual total through and including the month of May (non performing classes will only be held and charged through April) unless we receive an "Enrollment Withdrawal" form from you (see back of handbook). Tuition will not be charged the following month *after we receive this form*. Any other balances must be paid in full at the time of withdrawal. You will be responsible for any fees a collection agency may charge due to your lack of payment.

Installment/Tuition Breakdown:

Tuition installments are based on an annual total and broken into 9 equal payments September through May plus one half-payment in August. Performing classes are guaranteed 31 weeks of classes (without absences taken into account), and at least one studio and stage rehearsal in addition to the recital. Non-performing classes are guaranteed 30 weeks of classes. Any classes (or students) not starting mid-August will have guaranteed classes prorated.

Late Fees:

Tuition is considered late after the 15<sup>th</sup> of the month (regardless of closings or day of the week) and a **\$20 late fee** will be charged. If you forget to send in a payment, you may call during office hours with a credit card (Visa, MasterCard or Discover), drop a check in our mailbox or mail a check on or before the 15<sup>th</sup> of the month to avoid late fees. Cash payments must be made during office hours, so please plan accordingly.

There is a return check fee of \$25.

**Paying in person:** you must pay your last month's payment as a deposit in addition to the registration fees and first month installment when you register. Tuition is due the first lesson of each month. We will NOT send out bills (you may request a one time printout or email).

Other required fees:

-In December, non-refundable recreational classes' costume fees will be due by the deadline (prices will be available in the Fall).

-In March, a non-refundable recital fee will be due by the deadline (prices will be available in the Fall).

Optional Donations:

You may make monetary donations at any time (100% goes to our scholarship students).

*I understand the payment plan and policies and agree to the above.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Dancer's Name \_\_\_\_\_