

The Dance Academy of Bartlett

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 15th of the month (regardless of closings or day of the week) and a **\$20 late fee** will be charged. If your card is declined and 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 15th 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.

Automatic Withdrawal/Charge (Visa, MasterCard or Discover):

On the 5th of each month (if this hits a weekend or holiday, you will be charged the Friday before), your card will be charged the balance on your account. If your card is declined, you must pay by the 15th to avoid a late fee. It is your responsibility to be aware if your card is declined. If balances are not paid for in a timely manner, your card will be charged. Upon withdrawal, all balances are due immediately and your card will be charged.

Other required fees:

-If still owed, in December, recreational classes' costume fees will be withdrawn with your auto payment (prices will be available in the Fall).

-If still owed, in March, a non-refundable recital fee will be withdrawn with your auto payment (prices will be available in the Fall).

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Optional Donations:

Please add \$ _____ one time to my automatic withdrawal in November for scholarship students.

Please add \$ _____ to my monthly automatic withdrawal for scholarship students.

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

Signed _____ Date: _____

Dancer's Name _____ see side 2

AUTOMATIC DEBIT/CREDIT CARD INFO

Student's Name _____

Name on Card _____

Cardholder's Address _____

City _____ State _____ Zip _____

Cardholder's Phone # _____

Cardholder's Email _____

Type of Card: Visa _____ Master Card _____ Discover Card _____

Card Number _____

Expiration Date _____

V-Code _____

Signature _____ Date: _____