

TheStudio

For Dance & the Arts

The School of the Rockbridge Ballet

2020-21 Payment Policies and Procedures

Thank you for choosing to become a member of our family at TheStudio for Dance & The Arts the school of The Rockbridge Ballet. We appreciate the opportunity to give your child a quality dance foundation that promotes a respect and understanding for the art of dance. We are dedicated to helping each child grow into the dancer they can and want to be. From the future professional dancer to the recreational student, we are committed to giving each child the opportunity to learn and grow through dance.

Our payment policies and procedures have been carefully developed by our non-profit Board of Directors to alleviate any confusion concerning payment for services rendered by The Rockbridge Ballet and TheStudio for Dance & The Arts. After you have read through the payment policies and procedures, if you have any questions, please contact the office manager Joanna Smith at 540-463-3436 or rockbridgeballet@gmail.com Attn: Joanna Smith on the subject line.

Registration Fee: An annual non-refundable registration fee of \$35 per dancer or \$45 per family is due at the time of registration regardless of the date of registration. This fee covers the set up costs associated with our accounting system. Registration includes a video link to the Year End Recital.

Form of Tuition Payment: Class tuition may be paid in one of three forms: cash, check, or credit card (Visa, MasterCard or Discover). Payments of cash or a check may be mailed to The Rockbridge Ballet at P.O. Box 150 Lexington, VA 24450 or dropped in the black secure mailbox in TheStudio lobby by the first of each month. Credit card payments may be set up for automatic monthly posting at the time of registration by Joanna Smith, Office Manager.

Tuition Payment Schedule: Tuition may be paid for in one of three schedules: annually, semiannually, or on a 9-pay system. **Annual payments of tuition will receive a 5% discount if paid for by cash or check only no later than August 15th, and are non-refundable.** Annual credit card payments will not receive any discount due to the merchant processing fees TheStudio incurs. Semiannual payments may be made in any form on August 1st and December 1st. The 9-pay option is the annual tuition amount divided into 9 payments for your convenience. Payments under the 9-pay system begin on September 1 and proceed monthly through May 1.

Late Fees: TheStudio for Dance & The Arts is a non-profit organization. We work very hard to keep the cost of classes low to benefit our members. It is very important that you pay your tuition on time so as to not negatively impact the organization's cash flow. All tuition payments are due on the FIRST of each month. Reminder emails may be sent and a \$10 late fee will be charged on top of your tuition payment due. In the event you become two months in arrears on your tuition payments you will be contacted by a Rockbridge Ballet Board member about making your account current.

Withdrawals: Registering for our 2020-2021 dance session is a nine month commitment from August through May. You are expected to pay for the annual tuition whether or not you attend class. If you must withdraw from the season you must provide written notice to the office manager by the 1st of the month and 30 days prior to the withdrawal from dance class. Withdrawals may not be done with your class teacher. You will still be required to pay tuition in the month that notice was given.

Costume Fees: Costume fees for each dancer will be \$60 per costume. Costume payments are due in full on October 15th. In the event that you withdraw from a class, after the costume fee has been paid, the costume fee will not be refunded. At your request, you are entitled to the costume when it arrives, however you are responsible for picking it up at TheStudio. If you do not pick up your costume within three months of its arrival, it becomes the property of TheStudio.