



## BILLING AND CLASS POLICIES 2016-2017

### 1. Registration:

- A yearly \$40.00 per family registration fee is due at fall registration
- A \$20.00 discount will be given at time of registration for those who elect to pay by automatic billing
- Students **will not** be able to participate in class unless Liability Release Form has been signed and returned

### 2. Discounts:

- A 10% discount applies when 3 or more classes are taken per family
- A 10% discount applies when 2 or more students of the same family are enrolled in a student company – excludes EDYE and EDYE apprentices
- A 50% discount applies on all tuition for boys enrolled in and regularly attending Ballet Levels 1 - 6

### 3. Tuition:

- **Tuition is due on or before the 1<sup>st</sup> of each month from September through June** - September tuition may be billed as early as August 1<sup>st</sup>
- Tuition is based on a flat rate per year and then divided into 9 ½ monthly payments
- **The half month of June tuition will be due on June 1, 2017**
- NO REFUND FOR MISSED CLASSES FOR ANY REASON
- A prorated amount can be applied for beginning a class mid-month

### 4. Costume(s):

- **Payment is due for costume(s) on or before October 15, 2016**
- **A purchase of 3 or more costumes has the option to pay in two installments due October 15, 2016 and November 15, 2016**
- Costume fees will range in price from \$55.00 - \$75.00
- Costume fees must be paid prior to receiving a costume

### 5. Payment Options:

- Eisenhower Dance Center accepts cash, check, Visa, MasterCard, or Discover NOT American Express
- Checks should be written to Eisenhower Dance with the student's name and what the check is for (i.e. November Tuition) in the memo

### 6. Late Payments:

- A \$20.00 late fee will be applied for late tuition, automated billing payments with insufficient funds, and late costume payments
- **Tuition payments will be considered late on the 10<sup>th</sup> day of the month**
- **Costume payments will be considered late on October 30<sup>th</sup> and November 30<sup>th</sup> (if scheduled on installment plan)**
- Students will not be allowed to attend class if their balance is one month or more overdue
- All payments must be made prior to students performing in the Spring Showcase

### 7. Refunds:

- **NO REFUNDS WILL BE GIVEN FOR REGISTRATION, TUITION, OR COSTUME FEES** (See #10 below)

### 8. Returned Checks:

- A \$30.00 charge will be applied for returned checks

### 9. Class Changes:

- **The business manager must be notified in writing of all class changes at least 10 days prior to a new month for billing adjustment**
- Class change forms are available in the office and are the responsibility of the parent **not** the teachers
- Written notification is required for all class changes or tuition will continue to be charged and **WILL NOT BE REFUNDED FOR ANY REASON**

**10. Minimum Enrollment:**

- Class days and times are subject to change based upon enrollment
- Eisenhower Dance Center reserves the right to cancel a class within the first two weeks of the session if a minimum enrollment is not met
- In this case, tuition will be refunded

**11. Environment:**

- Our staff works hard to foster a respectful and family environment at our studios
- Eisenhower Dance Center has the right to take appropriate and necessary actions including giving time-outs, asking a parent to be present during classes, and the temporary or permanent removal of a student from class

**12. Make-up Policy:**

- Eisenhower Dance Center strongly encourages students to make up any missed classes
- A make-up card may be requested in the office for missed classes
- The card will allow the student admittance to any class at or below the level of the missed class within the same session

**13. Class Cancellations:**

- Cancellations and notices will be posted on our website at [www.eisenhowerdance.org/center](http://www.eisenhowerdance.org/center), on our face book page and via e-mail.

**14. Parent Observations:**

- Parents are invited to observe classes during specified class observation dates
- Please check the calendar for these dates

Fall / Winter / Spring Session 2016 – 2017						
Tuition Fee						
Class Time	30 minute	45 minute	60 minute	75 minute	90 minute	*Unlimited Classes
Tuition/Month	\$ 40	\$ 50	\$ 55	\$ 60	\$ 65	\$ 405
*Unlimited Classes for non-student company member – no discounts except for boys						
Tuition Discounts						
10 % Discount	Applied when 3 or more classes are taken per family					
10 % Discount	Applied when 2 or more students of the same family are enrolled in a Student Company – excludes EDYE & EDYE apprentice					
50 % Discount	Applied to total tuition for boys enrolled in Ballet 1 - 6					
Student Company						
**Student Company	Tuition Fee - Monthly		*Weekly Requirements			
Kids Creating	\$ 220		1 Ballet Class, 1 Contemporary Class and Rehearsal			
M.Y. Move	\$ 250		1 Ballet Class, 1 Contemporary Class and Rehearsal			
Collage Dance	\$ 280		2 Ballet Classes, 1 Contemporary Class and Rehearsal			
Co-Motion	\$ 320		2 Ballet Classes, 1 Contemporary Class and Rehearsal			
Center Dance Ensemble	\$ 360		3 Ballet Classes, 1 Contemporary Class and Rehearsal			
Eisenhower Dance Youth Ensemble	\$ 400		3 Ballet Classes, 1 Contemporary Class and Rehearsal			
EDYE Apprentice	\$ 350		3 Ballet Classes, 1 Contemporary Class and Rehearsal			
Pay one set fee per month and register for unlimited classes. ** Audition Required						
*If taking Ballet 3, Studio policy requires two Ballet Classes per week. * If taking Ballet 2, two Ballet Classes are strongly recommended.						

[www.EisenhowerDance.org](http://www.EisenhowerDance.org)

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