

# Payment Policies

2022-2023

A registration fee of \$35 per student and \$60 per family is due with the initial registration payment per dance season and this fee is non-refundable.

The tuition reflected for each September-June course is one of five installments. Tuition is broken down into 5 bi-monthly installments for convenience and not based on the number of classes in that month.

The first installment is due upon registration, the second installment is due on or before November 1st, the third installment is due on or before January 1st, the fourth installment is due on or before March 1st and the final installment is due on or before May 1st.

The tuition reflected for any Mini Course, Special Event or Summer classes/activities is the full amount due and must be paid in full upon registration to reserve a spot in the class/activity.

## **COSTUMES:**

Costume fees are non-refundable. No credits or refunds will be issued for costumes once they are ordered. Costumes will not be ordered OR distributed to families with an outstanding balance on their account.

## **LATE FEES:**

All tuition and costume payments must be made promptly.

All payments more than 15 (fifteen) days late are subject to late fees.

**WITHDRAWAL/REFUND POLICY:** If a student needs to withdraw temporarily or permanently from the studio, or to stop your automatic debit payment plan you must complete a withdraw form prior to your upcoming tuition payment. Parents will be responsible for the next tuition payment if you do not turn in a withdraw form.

Withdrawals must be done in writing via our withdrawal form and will not be accepted over the phone or email.

## **REFUND POLICY**

**NO REFUNDS** will be given after February 29th.

All checks are payable to Randolph Dance Arts Center and a service fee of \$30.00 will be charged for every bounced check. Cash payment will be due to RDAC for any bounced check in addition to the \$30.00 service charge.

I understand that failure to pay tuition, late fees, or any other charges may result in termination of my child's participation in their classes and any other RDAC activities or events until such a point that my account is made current.

No deductions, credits, pro-rating, or refunds will be issued for missed lessons due to personal vacations, illness (without a doctor's note), holiday closings, power outages, or cancellations due to inclement weather. Students who miss class are encouraged to attend a make-up class that is approved/recommended by RDAC within 4 (four) weeks of the missed class.

I understand that I may be asked for a doctor's note for any absence that is more than a week and a doctor's clearance is required for any broken bones, concussions, etc.

Any Student wishing to withdraw from the September-June program for any reason must notify RDAC in writing via the cancellation form before the next billing cycle. A credit or refund will be issued for any remaining prepaid classes that fall after the date of notice and will be credited/refunded starting at the end of the billing cycle before the next billing cycle begins. Any Student wishing to withdraw from a Mini Course, Spring Session, or Summer class/activity must notify RDAC in writing no less than 7 (seven) days prior to the start of the program to receive a credit or refund.

If for any reason RDAC is mandated to or chooses to pause in-person instruction due to reasons including but not limited to health and safety risk, then all programs will continue via virtual instruction unless otherwise noted.