



## Classic Dance Academy (CDA) **Tuition and Make-Up Policies** **2011-2012**

Tuition is due the 1<sup>st</sup> of every month. If payment is not received by the 10<sup>th</sup>, a \$15 late fee will be assessed. If payment is not received by the 15<sup>th</sup> of the month, student will not be allowed to participate in class and will be asked to go to the front desk to contact you to be picked up. Tuition payments may be mailed to CDA, be sure to with enough time to insure receipt by the 1<sup>st</sup> of the month. All tuition payments are non-refundable. Family discounts are available.

Tuition is based on a 40 week calendar year and each month is the same tuition rate whether a student has class scheduled 3, 4 or 5 times in that month with the exception of August and June are paid at half the month's tuition rate.

If a student plans to drop a class, **written notice must be given to the front desk before the 30 days prior to the 1<sup>st</sup> of the month or you will be charged that month's tuition.** Tuition is based on the school year and is not pro-rated. Tuition will be pro-rated at the discretion of the director only for new students who register in the middle of the month.

An annual non-refundable registration fee of \$25 is due at the time of registration. Summer classes require an additional non-refundable \$25 registration fee.

If your check is returned to CDA due to insufficient funds, you will be required to cover the check with a money order, cashier's check, credit card or cash, plus a \$25.00 returned check fee, within 3 days of notification. If your Credit Card is declined you will not be permitted to use that card again.

CDA does not offer credit, extensions, transfers or refunds for classes missed. We do offer a make-up policy for classes missed due to illness, injury, school, or class cancellation and weather-related closures. A student may make up the missed class within two weeks in another comparable class or in a class lower than his/her level. Should CDA cancel a class, we will offer sufficient time for make-up or reschedule the class. You must call ahead to schedule a make-up class. We discourage drop-ins to avoid overcrowding.

CDA requires a credit card on-file to be used if the client defaults on payment. Please list your credit card information to be kept on file below:

Card holder's name: \_\_\_\_\_

Card #: \_\_\_\_\_ Expires: \_\_\_\_\_

Circle: **VISA**      **MC**      **AMEX**

I HAVE READ THE AFOREMENTIONED TUITION/MAKE-UP POLICY. MY SIGNATURE AFFIRMS THAT I UNDERSTAND SAID POLICY AND AGREE TO SAID TERMS.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name