

JDF Elite Dance Academy

Payment Instructions

There are 3 payment options for your child's instruction at JDF Elite Dance Academy:

- **OPTION 1: Pay in full** for the entire school year (September-May)
 - **OPTION 2: Pay by semester** – 1st Payment (September-December) 2nd Payment (January-May)
 - **OPTION 3: Pay monthly** – Tuition will be due on the 1st of each month.
- *Each JDF EDA member will be required to keep a current credit card on file in the event a balance is due when a student withdraws from JDF Elite Dance Academy permanently and for auto pay.*
- *In addition, each member must sign the debt collection form in addition to the enrollment form at the time of registration.*

You **WILL NOT** be receiving a monthly bill/statement from our office for your monthly tuition. All payments are due on the first of each calendar month unless you have chosen option 1 or 2 for payments. If at any time you would like a printed statement of your account you may request one. We have included a payment receipt record for your convenience. Please note your payments as you make them for the school year. **Monthly statements will be mailed or e- mailed for overdue balances only.**

Tuition and Payment Information

You will be paying for 9 months of instruction. Tuition remains the same regardless of the number of weeks in a month and studio closings due to holidays or weather days.

The Registration Fee, last month tuition and recital deposit is due with the September registration if paying monthly. With Payment Option 1 and 2, registration fee and recital deposit will be due with tuition payment.

All other months are due on the first of each calendar month. New students that enroll mid- month will have their class tuition prorated.

All tuition will be auto pay and will be set up as repeating payments through either Zelle, Bill Pay with your banking institution or Chase Paymentech with a credit card. No cash will be accepted, unless the decline of an auto pay payment occurs. No checks will be accepted.

DISCONTINUING YOUR CLASSES: If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year, but will have to *provide JDF Elite Dance Academy with 30 days written notice or you will be required to pay for the next month of tuition until written notice is received.* If you choose to leave the studio, the last month's tuition (May), will not be applied to your final month at the studio. Because enrolling with the studio is a 9 month commitment you will lose the last month's tuition.

○ For example, if student does not wish to return to JDF Elite Dance Academy in December, written notice must be received by November 1st. If notice is received any time after November 1st, tuition for December will be due. After December 1st the account will continue to be charged monthly until notice is received and credit card on file will be charged.

PAYMENT DEADLINES AND STIPULATIONS:

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees.

Payments are due on the first of each calendar month.

If a Zelle payment is declined, your credit card on file will be charged for the balance on the 2nd.

If the credit card payment is declined, cash must be brought in as payment no later than the 4th of the month.

A 10% late fee will be assessed after the 4th of the month and a \$10 PER DAY late fee will be added until the balance is paid in full.

After the 10th of the month, the dancer will not be allowed to attend classes or rehearsals until the balance is paid in full with all applicable late fees.

No credit is given for student absences, weather cancellations or makeup classes. If you make a payment late, please include your late fee or you will be billed.

CLASS CHANGES, MISSED CLASSES AND MAKE UP CLASSES:

Before you change your class style, add or delete a class or have any questions concerning the monthly charge, please consult with one of the JDF Elite Staff.

○ There will be a **\$50 fee** charged per class, per drop time, for any **class dropped** between September 1st and June 1st. *This is the cost of 1 month of tuition for 1 subject, due to the loss of tuition that was originally committed to at the time of enrollment.*

○ There will be a **\$20 fee** charged per class, per change time, for any **class changes**

made between September 1st and June 1st. *This is an administrative fee.*

Any missed class must be made up within **one month** of your absence; no credit will be given for missed classes.

You may make-up a class by attending any other class subject within your class level. JDF EDA staff must be informed of the class you will make up before you attend. You will need to check in with the front desk or inform the instructor of the class before class begins that you are making up the class.

There are no makeup classes for weather days or Holidays.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment.

Sincerely,

Jennifer Forst