



## Policies and Studio Information

It is a priority of Elevé Danse Centre to make the handling of your Dancer's account as easy and convenient as possible. Tuition is based on the entire dance season, from the first class in September through the last class in June. Tuition is divided into 9 Payment Installments. Payment Installments are not based on the number of class weeks in the month.

### Registration Fee

There is an annual, non-refundable registration fee for each family. This fee includes all administrative and studio procedure costs.

\$50 per family

Registration can be made directly through our online Studio Director Portal. Visit [www.elevedansecentre.com](http://www.elevedansecentre.com) and click on the Registration Tab, that will link you to the portal.

### Tuition

Tuition is based on the entire dance season, from the first class in September through the last class in June. Tuition is divided into Payment Installments. Tuition is based on the total amount of time/hours that a Dancer is enrolled in per week. **Tuition rates have a built-in discount as the number of hours that a Dancer is enrolled in per week increases.**

### Monthly Payments

A full year's tuition is divided into 9 Payment Installments. Registration Fee and 1<sup>st</sup> month's payment is due at time of registration. Each remaining payment is due by/on the 1<sup>st</sup> of every month (not the 1<sup>st</sup> week or 1<sup>st</sup> class).

### Year in Full Payment Discount

**DUE TO COVID-19, THIS DISCOUNT WILL NOT BE PERMITTED IN THE 2020-2021 DANCE SEASON.** Receive a 5% Discount when tuition is paid in full by September 9<sup>th</sup>. Registration Fee and 1<sup>st</sup> month's tuition is due at time of registration and the remainder of the tuition must be received by September 9<sup>th</sup> in order to receive the 5% Discount.

### Costume Payments

**DUE TO COVID-19, COSTUME PAYMENTS WILL BE HANDLED DIFFERENTLY IN THE 2020-2021 DANCE SEASON - TBA. Below is the typical policy.**

Costume Deposits are due November 1<sup>st</sup>. Required Tights and Accessories are included in the Costume Payments. **Dancers with multiple costumes can disperse their costume payments from September-December.** Any additional Costume balances due will be billed to your account and due February 1<sup>st</sup>.

Deposit amount per Costume:

Dancin' Tots and FUNdations Classes \$65, all other Levels \$75.

### All Other Charges/Fee

Other charges/fees include extra Nutcracker Performance Fees, Performance Troupe, Special Choreography, Private Lessons, etc. All charges and/or fees are due once they are added to your account.

### **Late Fees**

Accounts will accrue a \$10 Late Fee if payment has not been received by the 1<sup>st</sup> day of the month. Late Fees are due along with your payment.

### **Forms of Payment**

Payments can be received in the forms of Cash, Check, Credit, Debit or Bank Check. MasterCard, Visa and Discover Card are accepted. Credit and Debit card payments can be made directly through our Studio Director Portal. All other forms of payments can be made directly at the front desk. All payments are due by the 1<sup>st</sup> day of every month. For your convenience, your account is accessible 24 hours a day, 7 days a week on the Studio Director Portal. **All families are required to have a Credit/Debit Card on file through Studio Director.** For your convenience, your account is accessible 24 hours a day, 7 days a week on the Studio Director Portal.

**Every account will automatically be charged on the 1<sup>st</sup> of the month using the debit or credit card on file. If you choose to pay in a different form (cash, check or another card) you may do so 5 days before the 1<sup>st</sup> month. If cash or check is not received by the 1<sup>st</sup>, the card will be automatically charged.**

### **Auto Pay**

The option of Automatic Payment is available for all accounts. This option can be set up through the Studio Director Portal (if you have trouble with changing the setting on your account, please contact the director). Your account balance will be processed on the 1<sup>st</sup> day of every month when you choose this option. This is the preferred payment option.

### **NEW - Past Due Balances**

Any Dancer with an overdue balance will not be allowed to participate in classes or Performances. Costumes will not be dispersed to Dancers with an outstanding balance.

### **Returned Check Fee**

A \$40 fee will be charged for any returned check. Payment will then need to be made in the form of Cash, Bank Check, Credit or Debit Card.

### **Withdrawals**

Class withdrawals or withdrawal from EDC must be received in writing. Tuition is due and refunds will not be made if withdrawal is not received by the 1<sup>st</sup> day of the month. Any dancer withdrawing after January 31<sup>st</sup> is responsible for the remaining balance on your account through May.

### **Refund**

There are no refunds for absences or class cancelations. There is an extra day (some days of the week have 2 extra days) built in to the dance season for weather cancelations. After one cancelation, a make-up day will be scheduled.

- Any refund to a tuition will be prorated. Any accounts paid in full or to a credit card payment will have a Processing Fee of 5%.
- There are no refunds for Costumes Deposits after January 1<sup>st</sup>.
- **Should the government demand the closure of businesses again, our schedule will switch completely to Zoom format. Classes will not be refunded. You will remain responsible to maintaining your account in the proper manner and time.**

### **Important Notifications**

All studio information and updates will be sent via email as well as posted to the EDC Keep Dancin' Facebook Group and the BAND APP. Please be sure to provide updated email addresses in your Studio Director account.

**Photos and Videos**

On occasion photos and videos will be taken during class, rehearsals and performances. These pictures and videos will be used on our website, social media or any publications for advertising. If you do not wish to have your child photographed or videoed, please inform the front desk so that we can make notation of your request.

**Studio Etiquette**

EDC strives to provide an environment that fosters kindness and respect. Any inappropriate behavior or language will be addressed and may result in a student's or family's dismissal from EDC. Parents and other family members are expected to adhere to EDC's Policies.