**JaBaT Dance Inc. Finance Policy & Procedure**

**1. General Payment Policy**

JaBaT Dance Inc. is a not-for-profit dance company committed to providing high-quality dance education. To ensure the smooth operation of our programs, all families are required to adhere to the following financial policies.

**1.1 Fee Structure & Payments**

* All class fees must be paid in full by the due date specified on the invoice.
* Payments can be made via bank transfer and online payment through Class Manager.
* If a family is experiencing financial hardship, they are encouraged to contact our finance team at the earliest opportunity to discuss a payment plan.
* **Families with unpaid term fees and no approved payment plan will be ineligible to enrol in the following term until their outstanding balance is fully settled.**
* A **two-week cooling-off period** is available for new students beginning classes. During this period, families may choose to withdraw and will be eligible for a refund of the unused portion of term fees. After this period, regular cancellation and refund policies apply (see Section 3.2).

**2. Late Payments & Fees**

**2.1 Late Fee Policy**

* Payments outstanding more than 30 days past the due date will incur a $30 late fee, applied automatically to the account.
* Continued non-payment may result in suspension from classes until payment is received.
* If a student has not attended any classes and no payment has been made, and the family wishes to withdraw after the two-week cooling-off period, a $50 administration fee will be applied.
* If outstanding fees, including class fees and the $50 administration fee, remain unpaid beyond an agreed timeframe, finance advisors may be engaged to recover the debt. This may include external financial mediation or debt collection. Families are strongly encouraged to communicate with the finance team before this occurs.

**3. Refund & Cancellation Policy**

**3.1 General Refund Policy**

* No refunds will be issued for class fees except under special circumstances approved by the committee.
* Families who choose to withdraw after payment will not be eligible for a refund unless under extreme circumstances, as approved by the committee.

**3.2 Cooling-Off Period**

* A two-week cooling-off period is available for new students. If a family cancels enrolment within this period, they will be eligible for a refund of the remaining term fees.
* No refunds are granted for cancellations after the first two weeks.

**3.3 Costume Fees & Refunds**

* Costume deposits paid past Term 3 are **non-refundable under any circumstances**.
* If a student withdraws in Term 2 due to a change of heart or family relocation, the costume deposit will be refunded.
* Once a costume has been ordered and paid in full, **no refunds** will be issued.
* **Parents may opt out of the concert** but must notify JaBaT **formally via email** before costumes are ordered. Once ordered, **opting out is not permitted**, and families remain liable for all associated costume costs.

**4. Financial Assistance & Payment Plans**

* Families experiencing financial difficulties should contact the finance team to discuss payment plans **before** the due date to avoid late fees.
* Payment plans are available upon request and must be approved by the finance committee.

**5. Financial Dispute Resolution**

* If a family disputes a charge or requires clarification on an invoice, they must contact the finance team within **7 days** of the invoice date.
* All disputes will be reviewed by the finance committee, and a resolution will be communicated within **14 days**.

**6. Troupe Fees & Competition Policy**

**6.1 Troupe Enrolment**

* Annual troupe enrolment fees must be paid **in full** or have an approved **payment plan** in place before a student is entered into any troupe competition.

**6.2 Competition Fees**

* All competition fees must be paid by the due date specified. A **$30 late fee** will apply for overdue competition payments.
* Students with outstanding competition fees will **not** be entered into any subsequent competitions until all balances are paid or a payment plan is arranged and approved.

**7. Fees Breakdown**

1. General Class Fees

* 45-minute class: $135 per term
* 1-hour class: $150 per term
* Ballet Grades 3 and above: $165 per term (includes pre-pointe training)

1. Registration & Costume Fees

* Registration Fee: $25 per term
* Costume Deposit: $50 per term, *per class*

**For each class a child is enrolled in, $100 will be credited towards the final concert fee. This credit helps significantly reduce the overall balance of your end-of-year concert invoice.**

1. Final concert invoices will reflect:

* Total number of classes enrolled
* Applied $100 credits per class
* Any remaining balances or outstanding fees

1. Troupe & Performance Fees

* Annual Troupe Registration Fee: $150 per child
* Troupe Costume Deposit: $50
* Solo, Duo or Trio Registration Fee: $150 per child *(if selected)*

**Note: Students must have paid their troupe fees or have an approved payment plan in place before being entered into any competitions. All competition fees must be paid by the due date to avoid a $30 late fee. Students with outstanding competition balances will not be entered in further competitions until accounts are up to date or a payment plan has been arranged.**

By enrolling at JaBaT Dance Inc., families acknowledge and agree to comply with this **Finance Policy & Procedure**.

**For any financial inquiries, please contact:** [jabatdance@live.com.au](mailto:jabatdance@live.com.au)

**Effective Date:** April 2025

**Reviewed:** April 2025