



Payment & Tuition Policies

Updated 1/1/2023

REGISTRATION

Students will be charged an annual registration fee prior to beginning classes for the year (August-June). Registration will be required for ALL students. New students pay a registration fee regardless of the month that they begin lessons. First month tuition and registration fees are due at the time of registration. Registration fees and tuition costs are subject to change yearly. Please refer to www.cencaldance.com for the most current pricing.

TUITION PAYMENTS

Automatic Payments

All students must enroll in automatic monthly payments. Automatic monthly payments will occur on the first of the month unless other arrangements were made prior to fee due date. In the event of insufficient funds, another payment will occur on the 5th. If payments are not rectified by the 10th, payment arrangements need to be made. We are willing to make accommodations to help rectify; however Students will be in danger of non-participation after 30 days.

Late Fees

A late fee of \$25 will occur if payment for tuition is not received by the 15th or we are not notified of any mitigating circumstances that prevent tuition payment. That fee will be applied to the next billing cycle.

Cash Payments

Cash payments are no longer accepted for monthly tuition or costume deposits and balances. Only fundraisers, photography/videography, or specific events will accept cash payments.

Personal Checks

Personal Checks will no longer be accepted except for at fundraisers, with photography/videography orders or at specific events.

COSTUME & SHOW FEES

Costumes & Materials: There is a \$80 costume deposit for each class that a student is participating in. Each student is responsible for the costume deposit prior to ordering and cannot be refunded after it is ordered. Costume deposits will only be refunded prior to ordering. All costumes are non-refundable and will only be surrendered to students whose accounts are in good standing.

Show T-Shirts: Students participating in the shows may be charged an additional \$15 on top of their costume deposits for a commemorable T-shirt. This fee is non refundable and is charged at the same time as the costume deposit.

Show/Recital Fees: Each student is responsible for \$120 for participating in the shows. That fee goes towards 10 tickets to enter the event. Families with multiple students will be charged an additional \$25 per student and receive 2 additional tickets. Additional tickets are available for purchase. Note: some shows may raise the fee based on location and/or other expenses. All fees subject to change

Media Fees: Professional photography and videography will be provided for each show. DVDs/USB files for shows are included in show/recital fees. Photo prices are dependent on vendors. All subject to change.

Processing Fees:

A 3% processing fee will be added to every transaction starting 2/1/23.

CLASS TEMPORARY SUSPENSIONS

Financial-related holds are placed on student accounts with past-due balances to prevent the individual from engaging in a variety of Central California Dance Academy (CCDA) activities until satisfactory

payment arrangements are made. These holds are automatically put on your account and can be summarized as follows:

Financial Holds

This hold is applied to student accounts with outstanding balances less than \$60. It prevents the student from obtaining lessons, merchandise, costumes, or tickets until the balance is paid in full. Students with this hold must pay their balance in full to obtain the classes, services, and merchandise desired.

Accounts Past Due

This hold is assigned to students who have outstanding balances greater than or equal to \$60 from engaging in all CCDA activities, including registering for classes and participating in events or activities. These students also are prevented from obtaining costumes, uniforms, merchandise, tickets, refunds, enrollment, and may lose their placement in a routine if not handled promptly. Students with this hold must pay their balance in full or make satisfactory payment arrangements to engage in any desired CCDA activities.

Account in Pre-Collections

This hold is assigned to students who are in jeopardy of being referred to an outside collection agency. Students who are 60 days past due must make satisfactory payment arrangements in order to engage in any desired CCDA activities, including registering for classes and obtaining merchandise and service, and to prevent collections.

External Collection Agency

Students who have delinquent past-due balances that have been referred to outside collection agencies will no longer be allowed to engage in all CCDA activities. These students are prevented from registering for classes, gaining access to functions, and obtaining merchandise, and services. Students must make payment arrangements directly with the collection agency and can only participate in CCDA activities once the balance has been paid in full, including any and all collection fees applied to the student's account balance. Any student wishing to return to CCDA who has been sent to collections will NOT be allowed to register unless they are on automatic payment plans.

Refunds

All refunds are subject to review. No refunds will be given for services rendered or materials already purchased by Cen Cal Dance. All requests for refunds on tuition must take place prior to taking class. .

TUITION LIABILITY

Definitions

Tuition liability is the amount of money a student owes CCDA for tuition, fees, merchandise, costumes, and miscellaneous services based on your expected presence or participation in CCDA activities.

- Zero liability results when a student properly drops classes prior to the start of the next month/semester or 30 days in advance. During zero liability, refunds will be processed and charges removed for tuition.
- Partial liability results when a student properly drops or officially withdraws from classes after the drop/add period. The amount due to CCDA will be prorated according to the published session liability schedule, and partial refunds will be processed.
- 100% liability results when a student is liable in full to CCDA for all tuition, fees, costumes, and miscellaneous service charges. During 100 percent liability, no refunds will be processed and payment is due in full at the time of withdrawal.

Calculating Tuition Fee & Liability

Students (parents/guardians) are responsible for knowing that they are registered for classes, that they are expected to pay for these classes in a timely manner, and must understand and follow the correct procedures to withdraw from classes. The calculation of your tuition and fee liability, if any, is based on the date of your Official Withdrawal or drop in accordance with CCDA session policies (see "Withdrawals" below).

Liability Schedules

Monthly/Semester Terms:

Week 1	25 %
Week 2	50%
Week 3+	75%
Week 4+	100 %

Summer/Workshop Terms:

Day 1	25%
Day 2	50%
Day 3	75%
Day 4+	100 %

NOTE: Liability schedules do NOT apply to packages or drop-in tuition rates. All packages and drop-in options must be paid prior to taking class and are not entitled to a refund. Packages must be used within 4 weeks of purchase.

Class Changes

Classes are subject to change times, close, or be shortened based on enrollment. Classes with fewer than 3 students may end at 45 minutes instead of 60 minutes because it is considered a semi-private class.

Withdrawals

Students wishing to withdraw from any CCDA program MUST do so in person or in writing. An official withdrawal is accepted via email, text, or in person to the owners ONLY (Monica Petrucci or Saima Nunez). All overdue balances and refunds will be handled at this time. **Non-attendance and/or non-payment do not constitute official withdrawal from CCDA**