



Payment Policies & Tuition Contract

Updated 12/1/2020

REGISTRATION

Students will be charged an annual registration fee prior to beginning classes for the year. Registration will be required for ALL new students 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.

PAYMENTS

AUTOMATIC PAYMENTS

We recommend all students enroll in automatic monthly payments. Students who do not participate in automatic payments will be charged \$5 extra per month. This \$5 increase covers late fees and minimizes the costs of billing. Automatic monthly payments will occur on the first of the month. In the event of insufficient funds, another payment will occur on the 5th. If payments are not rectified by the 10th, payments 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.

PAYMENTS/PERSONAL CHECKS

Students paying in cash or with a personal check are subject to a \$5 increase in monthly tuition.

PERSONAL CHECKS or RETURNED ELECTRONIC PAYMENTS

A hold will be placed on a student account if personal checks to CCDA or using the electronic check feature through the online portal are insufficient. Students are assigned this hold when they have issued one check to CCDA that was returned by the bank for insufficient funds, or who have a chargeback with their credit card provider. There will be a \$15 charge for a return check.

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:

FINANCIALS HOLD

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.

ACCOUNT 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.

REFUND PENDING REVIEW

This hold indicates a refund to the student is pending following a review by the CCDA owners or office staff

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 AND 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.

Non-attendance and/or non-payment do not constitute official withdrawal from CCDA. 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. 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.

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.

OFFICIAL WITHDRAWAL

Students wishing to withdraw from any CCDA program MUST do so in person or in writing. An official withdrawal form must be signed by student/parent/guardian and the front office staff/owners. All overdue balances and refunds will be handled at this time.

Signatures

Name of Participant

Signature of Participant

Date

Name of Parent/Guardian (if minor)

Signature of Parent/Guardian

Date