**LFW Dance Studios Billing Information and Agreement
LFW Dance Studios will email billing September through April; August’s bill will be due when you register your dancer. This will give you a total of 8 payments. All payments are due by the 10th of the month, except for September which is due at the time of receipt**. If you do not pay at registration, your September bill is due September 10th. The final payment of the year will be due April 10th, so that we can assure all payments are made prior to recitals and the end of the dance year.

Your dance billing for August will include a $30 registration fee. This is separate from class tuition.
Costume fees will be due by January 1st. These amounts will vary by class. The costumes will cost $75 or $90 depending on class. Costume fees are separate from Class Tuition and will not be billed for Monthly. **If the costume fee is not paid by January 1st, no costume(s) will be ordered for your child.** If you pay later and we can still get a costume for your child, you will be charged a shipping fee as well as the costume fee.

We bill via email; you will receive your bill by the last day of each month. Please watch your email for your bill. **If you do not see a bill by the 1st, please contact us right away so we can verify the email we have for you is correct.** You can pay with a debit or credit card via your invoice online. There is a 3.3% plus 30 cent charge for paying via card. You can also choose to pay via check or cash, by dropping the payment off at your dancer’s studio or by mailing it. Please make sure to include the first and last name of the dancer with payment if paying by check or cash. If you wish to have your bill mailed to you instead of emailed, there will be a $1 fee added for postage and handling.

Invoices that are not paid by the 10th of the month will be assessed a late fee of $15. **This fee will not be waived unless you have contacted Stephanie with billing prior to the 10th of the month to discuss arrangements for getting your account up to date.** We want to work with you, we just ask that you work with us as well.

For **ALL** billing questions, **please address them to Stephanie at lfwdanceoffice@gmail.com** Lorrie forwards all billing questions to me, so this is the quickest way to get your questions answered. **Lorrie does not handle billing**. Emails will be answered Monday-Wednesday 4pm-7pm

Thank you!
Stephanie
LFW Dance Billing

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,parent/guardian of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agree to the Billing Information for LFW Dance Studios available on their website and as seen above. I acknowledge that monthly payments are due by the 10th of each month and are subject to a $15 late fee if not paid by the 10th. I acknowledge that my dancer(s) costume fee(s) will be due paid in full by January 1st, and if not paid by then, I will be charged a shipping fee and am risking my dancer not receiving a costume for recitals. Below is my email address for billing as well as my mailing address.
Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Email Address (please write legibly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Mailing Address (please write legibly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**