

Payment Instructions

All payments are due on the first of each calendar month. You can log into your Parent Portal and check your transaction history at any time. We have also included a paper payment recorder for your convenience. **Statements will be e-mailed for overdue balances only.**

Students are encouraged to enroll in our Automated Payment System. Tuition will automatically be charged at the first of the month for all participating students. Students on our performance teams are required to be on auto pay. All families who are not on auto pay will be responsible for making their tuition payments through card, cash, or check on the **1st of each month**. Any tuition payments not received by the 5th of the month will be considered late and will receive an additional **\$20.00 late fee**. If you make a payment late, please include your late fee or you will be billed. Any student with an overdue balance of more than 30 days will not be allowed to participate in class until payment in full is received. Any returned checks will receive a **\$15.00 returned check fee**.

Our students are in our database alphabetically by their last name. Some of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

1. Student(s) First & Last Name. (Very important!!)
2. State what you are paying for:
 - Monthly Tuition (State the month)
 - Dance Supplies (Shoes, Leotard etc.)
 - Costume
 - Tickets

Class Make Up Policy

Please make up any missed class within **one month** of your absence date. No credit will be given for missed classes. Going somewhere? We allow students to put their account on hold for up to one month. During this time your account will not be charged tuition, and your student's spot in the class will still be saved. If any changes need to occur at the completion of the one month please let us know as soon as possible. If you change, add or delete a class or have any questions concerning the monthly charge, please contact Mrs. Summer.

Studio Information

Dance classes run the entire school year September – June. Summer camps run from July-August. Classes typically meet 4 times per month with an occasional 5th class meeting. The calendar in each month will vary depending upon which day you have your class. We do not provide credits or discounts for single day holiday closures, because we do not charge extra for months when a student's class meets 5 days in a month. It balances out!

Rap A Tap offers recreational classes as well as two pre-professional dance teams. Whether you are looking for recreational dance or a professional track program, Rap A Tap has something for everyone. We specialize in Tap, Jazz, Hip Hop, Ballet, Musical Theater, Acro and Liturgical dance. In our weekly classes students will learn dance technique, terminology, choreography, and performance skills. Each class is 45min. – 1 hour depending on the class level. This learning experience will culminate in a recital performance that is held every year. All students will have the opportunity to perform in the Spring Concert with their class.

Registration Fees

Registration fees are due when a student enrolls in 1 or more classes and must be renewed annually according to their registration date. This fee is \$25.00 for the first student. \$15 for 2nd sibling and \$10 for each additional sibling.

Cancellation Policy

If for any reason you decide to discontinue your classes, you must provide Rap A Tap with a written or emailed cancellation request **no later than one week prior to your next payment date**. Payment dates are at the 1st of each month. Letting us know in time will ensure that we have time to process your request and stop any automated payments.

If payment has already been received and a refund is requested, Rap A Tap will process the refund minus a \$20 refund fee. Refunds will be returned with the same payment method they were received.

If you have any questions about your account and payments please do not hesitate to ask. Thank you for your anticipated cooperation!

Holiday Closures

Veterans Day – November 11th
Thanksgiving Break – November 22nd – 27th
Winter Break – December 20th – January 2nd
President's Day – February 21st
Spring Break – March 28th - April 3rd