

NEW PAYMENT POLICY

EFFECTIVE AUGUST 1ST 2018

Finally, we have auto draft for tuition 😊

Monthly Auto-Pay Program – For your convenience we will charge tuition to your Visa/MasterCard, Debit Card or bank account monthly thereby ensuring your child's class status until you notify us otherwise. Just think, no more figuring out WHEN tuition is due! For your protection, your credit card number once entered is not visible to anyone.

Paying Tuition – A credit or debit card on file is required to register for classes. *All tuition is DUE BEFORE THE 25th of each month (for the next month) and can be paid by cash, check, debit, or credit card.* If tuition is not paid before the 25th and a drop form has not been turned in to the front office all unpaid balances will be charged to your card or bank account on file. In order to drop and not be charged for the following month's tuition, you must fill out and sign a drop form in person at the front office. Once Tuition is charged on the 25th there are NO REFUNDS OR CREDITS and you are enrolled for that class for the next month. If your payment doesn't go through for any reason you will be charged a \$15.00 fee. If delinquent tuition is not paid before the first of the month, your child will be tagged inactive by the computer, will be un-enrolled, and children on the waiting list will be called. All returned checks will carry a fee of \$35.00. Once we have taken a bad check, all tuition must be paid from then on by cash or debit/credit card.

How to Drop from a class & not be charged tuition for the following month:

You must fill out and sign the drop form in person at the front office. (You can NOT drop a class by email or by phone) This way we have a record of everyone that has dropped so they won't get charged.

Only the front office staff can drop you from a class. Do not just tell your class teacher. The teacher can NOT drop you, only the front office staff can.

In order to not be charged for the next month's tuition you must drop the class on or before the 24th day of the previous month.

On the 25th of each month the tuition will be charged for the following month. Example: September 25th tuition will be charged for October tuition, October 25th tuition will be charged for November tuition...