

# Pacific School of Ballet

## **Tuition Policies**

- **Tuition is due at the first of each month.** If you remit your payment after the 10th of the month, you will be charged a \$15.00 late fee; after the 20<sup>th</sup> of the month, you will be charged a \$25.00 late fee.

- We understand it may be a hardship for some families to submit their tuition early in the month. We are happy to make arrangements when needed, if you **communicate with us in advance** that this is your situation.

- During your enrollment at PSB, there will be a minimum of 3 months where you will receive 5 classes instead of the customary 4 classes. These extra classes are at **no charge** to you. In consideration of these free classes, we request your **full tuition payment in December and in March or April (Spring Break) and June (performance month)** regardless of the actual number of classes taken. We cannot prorate or discount classes during these months. We hope you understand that this policy allows us to meet our financial obligation to our teachers. It also guarantees that you will have a quality dance facility for your training--one in which you can take pride.

- **IN ORDER TO RECEIVE A REFUND,** a request must be made within 3 business days of the original payment. Monies cannot be transferred to other family members or friends. Registration Fees are non-refundable. If you enroll in May or June for the following fall classes, requests for refunds must be made before July 1<sup>st</sup> of that same year.

- We regretfully reserve the privilege of refusing service or admittance to anyone at our discretion.

- Regular enrolled students may take **make-up classes for any missed classes** within 30 days from the date missed. In order to preserve the integrity of our class levels, students are allowed to do make-ups in a class of equal level only. If there is no other class of equal level offered, they must do a make-up in a lower level. Upon arrival in the make-up class, please fill out a make-up form found in the basket at the front desk and give the filled out form to the instructor. Make-up classes can be done in any month as long as tuition for that month is paid. **Make-ups are non-transferable and may not be used in place of monthly tuition.**

- We are sensitive about preventing a child from continuing classes because of unpaid tuition. **Therefore, we request that tuition be current at all times. This allows your child's classes to continue uninterrupted.**

- In the event of a medical disability, we will prorate tuition in accordance with the date the credit is requested.

- There will be a \$25.00 charge for all returned checks.