



2017 – 2018 VDC STUDIO AND FEE POLICIES

- 1) Payments must be made in advance
- 2) We accept the following forms of payment:
 - a. Auto-Pay by Visa, MasterCard, Discover:
<https://app.thestudiodirector.com/velocitydancecenterokc/portal.sd> 1 Yearly, 2 Installments, 10 Installments, Recital Fee Installments (2 and 4 payments)
 - b. Cash, Check, Official Check: Full Year and Full Recital Fee Payments
- 3) Registration Fee is due at the time of enrollment
 - a. \$40/student
 - b. \$60/family
- 4) Tuition rates are based on a 36-week dance year. For your convenience, tuition can be paid in 10 installments, 2 installments, or 1 yearly payment.
 - a. 10 Installments – Auto Pay ONLY
 1. September – June
 2. Auto Drafted the 1st of the month September – June
 - b. 2 Installments
 1. 2 payments (3% discount)
 2. Auto Drafted September 1 and February 1
 3. Non-Refundable
 - c. 1 Yearly Payment
 1. 1 payment (5% discount)
 2. Due by September 1st
 3. Non-Refundable
 - d. Yearly and Semester payments not paid by the deadline will not receive the discount.
- 5) Recital Fee Schedule
 - a. 4 installments withdrawn the 15th of the Month
October, November, December, January
 - b. 2 installments withdrawn on the 1st of the Month
October and December
 - c. 1 full payment due by November 1
- 6) **Invoices are not issued**
- 7) You can view your account online 24/7 or make a payment by logging in to your account by using your email address on file through our parent portal at the web address below or by linking through our website.
- 8) All tuition payments are NON-REFUNDABLE and NON-TRANSFERABLE.
- 9) Costume Fees, Concert Fees, Merchandise, Company Fees, Competition Fees, Convention Fees and all other tuition and fees are NON-REFUNDABLE and NON-TRANSFERABLE
- 10) Late Fees and Returned Check/Declined Credit Card Fee
 - a. There is a \$25 late fee for all accounts not paid by the 5th of the month
 - b. There is a \$25 fee for each returned check
 - c. There is a \$25 declined credit card fee for each declined credit card that is not updated within 24 hours of the decline notification
 - d. All cards that are declined will be run again on the 15th of the month and on the 1st and 15th of every month until the balance is paid.
 - e. If you have more than 1 returned check, payment will only be by cash or credit card for future payments.
 - f. If your credit card is declined your child will be suspended from class beginning the 10th of the month until payment is made
- 11) Your account (all tuition and fees) must be paid in full prior to the annual dance recital. Accounts that have outstanding balances will not be allowed to participate at the annual dance concert.
- 12) When dropping a class, parents must notify the office **in writing by 15th of the prior month** or fees for the next month will be charge. (ex: If you pay monthly and wish to discontinue lessons in November you must turn in the official drop form by October 15.)
- 13) There are no discounts, credits, or refunds of any tuition (this includes monthly, semester, and yearly tuition), enrollment fee, entry fees, merchandise, concert fees, and competition fees.
- 14) Costumes Fees, Concert Fees, Company Fees, and Competition Fees must be paid on or before the due date. Late fees may apply.
- 15) I have read and will abide by the policies in the VDC Handbook and Recital Handbook and Payment and Fee Policies listed here.

Account/Parent Name: _____

Signature: _____ Date: _____