

FINANCIAL POLICIES

The Next Step is paperless! Payment is accepted via credit card or ACH and can be done through the Family Login.

FALL/WINTER/SPRING CLASSES:

Please understand our policy must be that what you are purchasing is not a class at a time, but a reserved place in that class.

Tuition - Tuition is automatically withdrawn from the credit card/ACH account on file on the 1st of each month. Tuition is not refundable nor is there a provision for a credit to be issued. No adjustments to tuition can be made for the number of classes in a given month or for classes missed due to illness or any personal inconveniences. Accounts must be paid in full or students will not be allowed to participate.

In the event of insufficient funds or closed accounts, account holders will be charged a \$25.00 service fee on the 5th of the month.

- New/updated credit card information must be provided by the 5th of the month to avoid the \$25 fee. It is the responsibility of the client to update their payment information regularly or report fraud immediately.
- For ACH accounts that fail, the total amount due must be delivered in cash to The Next Step Dance Studio, Inc. by the 15th of that month.

In the event your credit card is declined, a \$25 fee will be added to your account.

Registration Fees – Each student must pay an annual registration/insurance fee. This will be automatically withdrawn with your first month's payment.

Drop Policy – A student who wishes to drop must do so in writing by contacting our studio office no later than the 15th of the month to prevent an automatic tuition charge for the following month. Requests received by the 15th become effective at the end of the current month. Requests received after the 15th become effective at the end of the following month. The next month's full tuition will be automatically withdrawn from your account and is non-refundable nor can a credit be extended. Students are welcome to attend class through the drop date.

NOTE: You must receive a confirmation email from The Next Step Dance in order for the drop to become effective. If you do not receive an email from The Next Step Dance, you must contact our office immediately.

Class switches can occur at any time if space is available. Class switches must be done through our office.

Costumes/Recital – All students will be required to perform in our Annual Spring Recital. All costume fees will be automatically withdrawn from your account on December 15th. For students enrolling after December 15th, costume fees will be automatically charged upon enrollment. Costume fees are non-refundable.

Class Uniforms – All classes require a class uniform that must be purchased separately from the regular class charges.

AUTOMATIC RE-ENROLLMENT

Tuition - Returning students will automatically be charged for September tuition plus the annual registration/insurance fee on **June 1st** each year.

Any student who does not want to take advantage of our automatic re-enrollment plan, must drop the class in writing by sending an email to nsdancestudio@sbcglobal.net. Drop requests must be sent no later than the 15th of May in order to avoid charges on June 1st.

Please see our [Studio Policies](#) for the full information on automatic re-enrollment.

SUMMER CAMPS/WORKSHOPS:

Summer Tuition –Tuition is not refundable, transferrable, or prorated. There is no provision for credits to be issued.

Drop Policy – Students dropping a camp must let us know prior to the first day of camp. No refunds will be given for camps that are missed.

NOTE: You must receive a confirmation email from The Next Step Dance in order for the drop to become effective. If you do not receive an email from The Next Step Dance, you must contact our office immediately.