

## Tuition Procedures and Policies

### Tuition

- You must register each month by paying tuition on or before the 25<sup>th</sup> for the upcoming month.
- Roll sheets are printed on the 26<sup>th</sup> for Paid In Full students only. If tuition is not paid, the student will not be enrolled for the next month
- You may re-enroll after the 25<sup>th</sup> by adding a \$10 fee. Please call the office to make sure a space is still available for your child. This will not apply to new students.

### Rules and Policies

- Students will not be allowed to enter class **WITHOUT FULL PAYMENT**.
- If tuition is not received by the 25<sup>th</sup>, the student will not be on the roll sheet for the upcoming month and their space becomes available to other students.
- You may re-enroll after the 25<sup>th</sup> by adding a \$10 fee. Call to make sure space is available.
- All classes must be paid in advance **REGARDLESS** of closings due to holidays, bad weather, etc.
- Tuition remains the same **REGARDLESS** of the number of weeks in a month, except in the event of two or fewer classes, in which case, classes will be pro-rated.

### Absences

- Your child will be allowed one make-up class a month per class.
- Please contact the front desk to schedule a make-up class.

### Annual Registration Fee

- A \$30 yearly registration fee (non-refundable) will be due every 12 months beginning from the original enrollment date.