**FRCBA Studio Tuition Policies**:

**Tuition:**

 **Monthly or Semester Option:** This is the default program for students under age 18 and an option for those 18+. With this program you are enrolling in an on-going 9 month session, from September through the end of May, and are ***committing to certain classes each week and a certain number of classes each week***. This commitment to the program is necessary to ensure that the dancers are attending regularly and are therefore able to progress along with their classmates. Semester payments are due the 5th of September and of January. Monthly tuition is due the 5th of each month and is subject to a $15 late fee if paid after the 15th. We now have set up an automatic payment withdrawal system for all of our monthly or semester tuition students which will be withdrawn from your account on the 5th of the month. Contact us to set that up.

 **Cancellation Policy:** If you plan to withdraw from the program, discuss with FRCBA Director or notify us at least 30 days in advance of the withdrawal date in writing (for students under age 18, this letter must come from a parent or guardian). You are financially responsible for all tuition and fees that fall within the 30 day withdrawal window. No tuition or fees will be refunded or prorated. If unexpected circumstances cause a change in your family financial situation and you are unable to fulfill your financial commitment, please discuss the situation immediately with Ms Levendosky and every effort will be made to accommodate your circumstances. The last day to withdraw from the program without the aforementioned process is October 20 for the 2018-2019 session. Accounts withdrawn after this date will be assessed a $150 cancellation fee per dancer. All fees are non-refundable.

 **Hour Card Option:** Adults ages 18 and up may choose this option for maximum flexibility. With this program, you will only pay for the classes you are able to take. If you have a highly variable schedule, this is the option for you! Each card is good for up to 6 months from the date of first use. With this option, you will pay more per class, but will have the ability to take any classes appropriate to your level whenever they happen to work for you instead of being committed to particular classes each week.

 **Switching between tuition options:** Upon timely discussion with Ixchel, adults ages 18+ are allowed one switch during the 9 month session (September through May) from either Monthly to Hour Card or vice versa. This switch cannot be made more than once during the 9 month season. You may switch your option again for the summer months if you wish.

 **Mixed Hour Card and Monthly Tuition Option:** If you are an adult age 18+ who knows you can attend some of the same classes regularly each week, and would like to take additional classes as your schedule allows, you might wish to choose this option. For example, you know you will regularly attend the Open Level Adult classes every Tuesday and Friday, but would like the option of also occasionally coming on Saturdays – You may pay the monthly $85 tuition for the 2 classes/week (Tuesday and Friday Open Level Adult) and also purchase an hour card for the Saturday classes you are able to attend. When you miss one of your regular classes and are taking a make-up class for that missed lesson, be sure to inform the teacher that it is a make-up lesson and for which missed class so that you are not charged on your hour card for that class.

 **Scholarships and Work-Study:** If you are in need of assistance in order to allow you to attend the number of classes each week that you would like to, please explain your situation and the reason for your need either in person or through a letter to Ixchel. Please do NOT simply stop paying tuition. Until you have come to an agreement with the Director, you are responsible for the regular class payments. Accommodations can usually be worked out, either through partial scholarship or through work-study. Remember that stability of the studio relies upon a regular income just as every household does.

**Missed Lessons and Make up Lessons:**

 Students on the monthly tuition plan are invited and encouraged to take make-up lessons when they miss any of their regularly scheduled lessons. Make-up lessons MUST BE TAKEN WITHIN ONE MONTH OF THE MISSED LESSON. If they are not taken by this time, the missed classes are forfeited and cannot be carried forward. Exceptions may be made in the cases of severe and lengthy illness or injury upon timely discussion with Ixchel or Deneice. Make-up classes can be taken in any class that is at the same level or any level below the student’s regular classes. Stretching and conditioning classes may also be used as make-up lessons for those who are not already enrolled in these classes.