

# FINANCIAL POLICIES

## TUITION

### Tuition

- **Commitment is made to pay full tuition for the entire academic year (September through May).**
- **The first month's tuition is due at the time of registration and is non-refundable.** The student's place will be held for two weeks into the session. If the first two classes of a session have been missed, the student's place will be forfeited.
- **Summer tuition is due in full upon registering for the summer months to hold your place.** Summer payments can be split into two installments if a student is taking multiple classes or registered for multiple weeks of camp.
- We do not pro-rate tuition.

### Payments

- Tuition payments are due on the first of the month. Please check that your credit card information is up to date.
- Any payments that are received after the first of the month will be assessed a **\$25** late fee unless other arrangements are made in advance with the Manager.
- Payments on past-due accounts are applied to the **Late Fee** first with the remainder applied to the tuition balance.
- When registering for a class, the commitment is made to enroll in class for the full academic year (September-May) and tuition is expected to be paid on time. If circumstances change and you cannot continue with classes, we ask that you notify us 30-days in advance of your desire to withdraw.
- If a payment is not received by the first of the month, the card on file with your account will be manually processed.
- All students must pay prior to taking class. Those doing a drop-in class must register online in advance and pay the \$25 drop-in fee prior to class.
- Payments may be made online or at the Front Desk. We accept credit cards (No AX), checks, and cash at the Front Desk. Credit card payments made at the Front Desk will be charged a **4% Convenience Fee**.
- Students with accounts that are delinquent by one month will only be permitted to observe class until accounts are brought current.
- A **\$50 Late Fee** will be charged if tuition is owed after the last class in May. Registration for future sessions will not be permitted until account balances have been paid in full.
- A **\$20 fee** will be charged on all NSF checks.

### Discounts

- Tuition paid in full for the **entire academic year** receives a **\$50 Tuition Discount**.
- Tuition paid in full for September- December or January-June receives a **\$20 Tuition Discount**.
- Perfect Attendance Discount: At the end of December, students ages 3 to 17 with perfect attendance will be entered in a drawing for a **\$25 Tuition Credit**. Three names will be pulled for the drawing, and the discount will be applied to January tuition.

## REFUNDS AND CLASSES CHANGES

### Refunds

- **Tuition is non-refundable.** Students needing to withdraw from classes must submit written notice to the Front Desk 30 days prior to withdrawing. Parents, guardians, and students are responsible for all tuition payments due up to the point in which Cleveland City Dance receives a written notice for withdrawing from classes.
- 100% refund will be given with written withdrawal **received two weeks prior to start of the session**.
- No financial adjustments are given for missed classes. Missed classes cannot be transferred to another session.

- Refunds may be given in cases of physician-documented serious illness or injury, or if the student is moving out of town.
  - 1) All documentation must be received within 30 days of the injury or illness for the refund to be processed.
  - 2) Refunds will be issued for the remainder of classes paid for in the semester.

### Class Changes due to Extenuating Circumstance

- In the event, Cleveland City Dance needs to adjust classes to a virtual platform at any point during the year due to unforeseen circumstances beyond our control, tuition will be discounted 20% of total monthly tuition. Families and students will be notified in a timely manner prior to any changes and have 15 days to withdraw from class should a student not wish to continue the virtual platform.
- If a student decides to withdraw from classes during this time, tuition will not be charged so long as Cleveland City Dance (Laves Dance, LLC) is notified prior to the 15-day window.
- If Cleveland City Dance is notified after the 15-day period has passed and tuition has been processed, it can be applied as a credit for a future class at Cleveland City Dance.
- Cleveland City Dance will continue to use best safe practices for the health and safety of its faculty, staff, and families.

### Class Changes

- Class change requests must be made in writing within the first week of the session. **Class Change Forms** are available at the Front Desk.

### **Missed Classes & Make-Ups**

- Make-up classes are the student's responsibility. Make-ups must happen in the session they are missed and are limited to five per academic year.
- Students may make-up a cancelled or missed class in another class of the same level or corresponding genre.
- Classes cancelled due to inclement weather will not be made-up.
- Please call 216-295-2222 or email [info@clevelandcitydance.com](mailto:info@clevelandcitydance.com) if you will be absent from class.

### **Class Cards: 10-class cards are for adults only. The card cannot be used for Beginning Adult Level classes.**

- A class card does not register you for a specific class nor hold your space for a class. Class cardholders will not be able to take a closed/full class.
- Class cards expire six months from date of purchase.
- Class cards are not eligible for discounts.
- No refunds for unused class cards.
- Pilates class cards are \$140
- Dance class cards are \$200
- Professional rate class cards are \$100

### **SCHOLARSHIPS**

Decisions to award scholarships are made at the sole discretion of Cleveland City Dance's Director and faculty based on financial need and student commitment. The process will require interested families to submit the application form. Students should be ages 7-18 years showing good academic attendance at their school with a minimum B average. A reference letter from their school attesting to their attendance and grade point average must be included with the application. Applications are available online or at the front office.

- **Boys Scholarship:** For boys ages 10 to 18 taking a minimum of two ballet classes a week plus jazz or modern. Students must be studying exclusively at Cleveland City Dance. The Boys Scholarship is supported by Courtney Laves-Mearini. Application available at the studio. Call for form to be emailed

- **Scholarship Program/Financial/Need-based Scholarship:** For students ages 7 and up. This scholarship allows serious students the opportunity to train through the full period of years it takes to groom a pre-professional dancer (approximately age 7-18). The Financial/Need-based Scholarship is supported by Courtney Laves-Mearini. Application available at the studio. Call for form to be emailed
- **Ballet for All Scholarship:** The goal of the Cleveland City Dance *Ballet Merit* Scholarship is to aid a deserving student interested in a ballet education whose family is dealing with financial hardship. This partial scholarship is for one (1) academic dance year (September - June) and requires a commitment to perform in the Cleveland City Dance Annual Spring Concert. The *Ballet Merit* Scholarship is supported by an anonymous donor. Application available at the studio. Call for form to be emailed
- **Enjoy Dance Scholarship for age 6-8:** To aid deserving students interested in a ballet education whose family is dealing with financial hardship
- **Work Study Scholarship:** For ballet dancer ages 12 and up, in Ballet II or higher with excellent attendance. Student and parent sign off to assist specific class for the full academic year. See Front office for full details.