

TUITION POLICIES

- **Tuition is due on the first of each month and late on the 11th.** If you remit your payment after the 10th of the month, your account is automatically charged a \$15.00 late fee; after the 20th of the month, your account is charged an extra \$25.00 late fee.
- We understand it may be a hardship for some families to submit their tuition early in the month. We are happy to make arrangements when needed, if you **communicate with us in advance** that this is your situation.
- Tuition at PBC is based on a monthly schedule, not per class. This means your monthly tuition fee will not change if there are more or less classes in the month based on how the calendar falls. Tuition will not be prorated for months with holidays in them. Full tuition is due in June if you are performing.
- **Past Due Accounts:** Warnings are issued at 60 days past due; accounts are suspended at 75 days past due and students are no longer permitted to attend class until accounts are made current. Accounts must be current for students to perform at our Gala Spring Performances.
- **IN ORDER TO RECEIVE A REFUND,** a request must be made within 3 business days of the original payment. Monies cannot be transferred to other family members or friends. Registration Fees are non-refundable. If you enroll in May or June for the following fall classes, requests for refunds must be made before July 1st of that same year.
- We regretfully reserve the right to refuse service or admittance to anyone at our discretion.
- Regularly enrolled students may take **make-up classes for any missed classes** within 30 days from the date missed as long as tuition is current. **Make-ups are non-transferable and may not be used in place of monthly tuition.**
- We are sensitive about preventing a child from continuing classes because of unpaid tuition. **Therefore, we request that tuition be current at all times. This allows your child's classes to continue uninterrupted.**
- In the event of a medical disability, we will prorate tuition in accordance with the date the credit is requested with a Doctor's note.
- There will be a \$25.00 charge for all returned checks.

Adding A Class

There must be an opening in a class in order to add it. Please check with the office for availability. You can sign up online, over the phone or at the front desk. If the class is full, you may choose to be placed on a waiting list. All class additions are subject to student evaluation and class availability.

Changing A Class

There must be an opening in a class in order to switch into it. Please check with the office for availability. Please call, email or come into the office to see availability and make the switch. If the switch represents a change in class level, it must be pre-approved by the Artistic Director or Instructor. All class changes are subject to student evaluation and class availability.

Dropping A Class

If you are interested in dropping a class, please inform the office as soon as possible. We have waiting lists for most classes with dancers eager to have those spots. A prorated credit will be applied to your account for the unused classes, which will be used toward the following month's tuition if dropped mid month.

Withdrawal

If you need to withdraw from PBC and drop all classes, please inform the office as soon as possible. Under these circumstances you can elect to remain enrolled through the end of the month; or receive a credit on your account for the prorated, unused portion of your tuition. This credit can be used for single classes at the single-class rate or re-enrollment for up to **6 months**. (Both students AND parents may use this balance for classes.) After 6 months, any balance remaining is forfeited.