

FINANCIAL RESPONSIBILITY POLICY EFFECTIVE 2020



PARENT/LEGAL GUARDIAN PAYMENT CONTRACT/ FINANCIAL RESPONSIBILITY POLICY

By registering your student through the “Iclass-Pro” system registering for any Yocum Institute for Arts Education (*YIAE) classes through any of our departments including but not limited to Academy of Movement Dance Department (*AOM), you agree to the following Terms and Conditions of this “Financial Agreement”:

PAYMENT OF FEES/PROMISE TO PAY

I understand that when my student registers for any class at Yocum Institute I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my student’s registration and/or receipt of services. I further understand and agree that my student’s registration and my acceptance of these terms constitutes a promissory note agreement in which YOCUM INSTITUTE is providing my student educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the due date listed below.

I understand and agree that if my student drops or withdraws from some or all of the classes for which they register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published policy. “Notice to withdraw from a class” MUST be presented in writing through a withdrawal form. Withdrawal Forms are available at the front desk. Accounts for monthly/ongoing billing will continue to be billed until a Withdrawal Form is received. Families will be responsible for any payments due until the form is received by our office.” Withdrawals are from the date a form is submitted, they are not retroactive and will be effective prior to the next billing date. There are no refunds for tuition due to a withdrawal. Tuition is non-refundable. If your account is paid in full there are no refunds. The only exception is a valid medical excuse for an injury which prevents your student from participating.

I have read the terms and conditions of the Payment and Fees Policy and understand those terms are incorporated herein by reference. I further understand that my students’ failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student's account or any monies due and owing YIAE by the scheduled due date, YIAE will place a financial hold on my student's account, preventing them from continuing to attend, to participate in and/or to register for future classes until the account is current.

Late Payment Charge: I understand and agree that if I fail to pay my student's account or any monies due and owing YIAE by the scheduled due date, YIAE will assess late payment and/or finance charges at the rate of \$25. All "ongoing" Billing/Monthly draft families who do not have a credit card or payment account linked in the system will be assessed a monthly administrative fee of \$5.

Collection Agency Fees: I understand and accept that if I fail to pay my student's account or any monies due and owing YIAE by the scheduled due date, and fail to make acceptable payment arrangements to bring my student's account current, YIAE may refer their delinquent account to a collection agency. Finally, I understand that their delinquent account may be reported to one or more of the national credit bureaus.

PAYMENT OPTIONS:

ACADEMY OF MOVEMENT

Our "On-Going Billing" (monthly draft) for Dance Tuition takes your total tuition payment and divides into 4 equal payments. Those 4 payments are collected over 5 months and 1 month is the collection of costume fees (only for those families participating in our semester recitals). Please note: Private Instruction must be paid in At the time of registration to confirm your spot. There is a special discount program for students taking 5+ classes. *Private instruction is excluded from all and any discounts and/or scholarships.*

Payments are due by the following dates for the applicable term.

· Fall Semester –

Payment #1) August 15th (or at the time of registration)

Payment #2) Sept. 15,

COSTUME PAYMENT Oct 15 (*COSTUME FEES ONLY)

Payment #3) Nov. 15th and

Final Payment #4) Dec. 15th

· Spring Semester-

Payment #1) January 15th (or at the time of registration)

Payment #2) Feb.. 15, *COSTUME FEES ONLY -March15th,

COSTUME PAYMENT March (*COSTUME FEES ONLY)

Payment #3) April 15th and

Final Payment #4) May 15th

Summer Semester - TBD

****As the parent and or legal guardian, I understand that when registering for YIAE classes on the iclass-pro registration system, I agree to all of the financial policies outlined above.****