



BILLING PROCEDURES

2023-2024 Season

Classes
Start
Sept. 4th

- **TRANSACTION CODES** - We use transaction codes to organize anything monetary (Goods, Costume, Tuition, Registration Fee, etc). Everything is also labeled in the description. We'll be as detailed as possible on your transaction history so you're never left wondering what the total due is for.

PLEASE DO NOT CONTACT US ASKING WHAT THE AMOUNT DUE IS FOR. PLEASE LOOK ON YOUR ACCOUNT.

• PAYMENT OPTIONS:

- a. Online on our software (cc processing fee applies and they are steep)
- b. Check or cash at the studio. There is a payment box right inside the door on your left side once you enter. **IF YOU PAY BY CASH, PLEASE WRITE YOUR CHILD'S NAME AND WHAT THE AMOUNT IS FOR ON THE ENVELOPE** (envelopes provided above the payment box).
- c. Venmo: Shannon-Owens-55

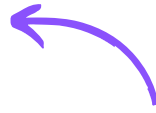


NO NEED TO CONTACT ME TO LET ME KNOW YOU'VE MADE A VENMO PAYMENT; I RECEIVE A TEXT NOTIFYING ME OF YOUR VENMO PAYMENT



- The only option we don't offer is credit card payment at the studio (you can access our website by phone anyway).
- **YOU CAN RECORD YOUR CREDIT CARD ON OUR SOFTWARE (THE SOFTWARE CALLS IT AUTOPAY), BUT WE WILL NEVER CHARGE YOUR CARD WITHOUT YOUR PERMISSION AND WE WILL NOT USE THAT FOR TUITION. IT IS USEFUL IN THE INSTANCE THAT YOU WANT TO BUY SOMETHING FROM THE OFFICE.**
- My suggestion for semester tuition payers is make a manual payment to avoid those cc processing fees.
- **LATE FEE** - We only will assess late fees on tuition, not goods or fees. The late fee is slated for 10 days after due date. Ex. The statement due date is Sept 6th, so on the 16th, a \$10 late fee will assess automatically if the tuition is not marked paid. This allows time for Tuesday-Thursday kids to get their tuition paid at the studio. If you make a payment on the day before a late fee falls and I don't process the payment in time (I typically process manual payments the day after class), I just reverse the fee the next day when I process the payment.

BILLING TIMELINE



- September - 1st Quarter Tuition OR 1st Semester Tuition DUE 1st week
- October 1st-15th - **RECITAL COSTUME FEES, COSTUME FEE NEEDS PAID IN ORDER TO GET COSTUME ORDERED**
- November - 2nd Quarter Tuition
- December - Christmas Charity Show, profits benefit local children's non-profit organization
- January - 3rd Quarter and Semester Tuition
- February - nothing due
- March - 4th Quarter Tuition, **MUST BE PAID TO RECEIVE COSTUME IN MARCH**
- April and May - I will send out statements only to those that order optional recital items (DVD, charm bracelet, etc) or goods sold.

ALL FEES AND TUITION ARE NON-REFUNDABLE.



Please be advised of that when choosing your tuition plan.

Considerations on extreme situations will be at the director's decision and on a case by case basis.

TUITION LATE FEE - \$10 IF NOT PAID BY THE 2ND WEEK OF CLASS OR 10 DAYS AFTER DUE DATE

RETURNED CHECK FEE - PER BANK

CC PROCESSING FEE - IF PAYING VIA VENMO, ANY FEES INCURRED WILL BE PASSED ONTO THE CLIENT. PLEASE DO NOT CHECK PAYMENT PROTECTION WHEN SENDING A VENMO PAYMENT TO AVOID THAT UNNECESSARY FEE.