

# TUITION RATES & POLICIES

## NEW TUITION RATES:

RATES	DANCE CLASSES
\$55	1 class per week (4 classes per month)
\$100	2 classes per week (8 classes per month)
\$135	3 classes per week (12 classes per month)
\$170	4 classes per week (16 classes per month)
\$200	5 classes per week (20 classes per month)
\$220	6 classes per week (24 classes per month)
\$240	7 classes per week (28 classes per month)
\$255	Unlimited classes per week
\$120	Private Lessons
\$110	Duo/Trio
\$22	Drop-In Class Rate

Tuition is based on a four-week tuition period. It is due and payable on the first lesson of every four-week period. Please see our Tuition Schedule (on the right) for the breakdown of tuition periods for 2018. Payment is late after the 10th day of each tuition period. This may not fall on the 10th day of the calendar month.

**LATE FEES:** A 10-percent late charge is automatically charged on any tuition not received after the 10th day of the tuition period. Additionally, all late payments will also be charged at the single class rate of \$22 per class.

**DELINQUENT PAYMENTS:** No student will be allowed to continue dancing if any part of the tuition is delinquent beyond the 20th of each month unless otherwise mutually agreed upon prior to the class time.

**OUTSTANDING BALANCES:** Students who have accounts with outstanding balances will not be allowed to participate in any extracurricular dance activities, including competitions, special performances, master classes, and the recital. This includes balances for tuition, costumes, competition fees, and/or any other incurred dance expense. Exceptions to this policy are at the discretion of the director.

All tuition, late fees, competition fees, and choreography fees are non-refundable. No adjustments will be made for days missed due to illness, personal inconvenience, vacations, school activities, or any other reason. Costume fees are only refundable if the costume has not yet been paid for by CVPA at the time the refund is requested.

## '18 TUITION SCHEDULE:

### JANUARY

Last day to pay tuition without late charge:

**Jan. 15th, 2018**

First Day of Class: Jan. 6th, 2018

Last Day of Class: Feb. 2nd, 2018

### FEBRUARY

Last day to pay tuition without late charge:

**Feb. 12th, 2018**

First Day of Class: Feb. 3rd, 2018

Last Day of Class: March 2nd, 2018

### MARCH

Last day to pay tuition without late charge:

**March 12th, 2018**

First Day of Class: March 3rd, 2018

Last Day of Class: March 30th, 2018

### APRIL

Last day to pay tuition without late charge:

**April 16th, 2018**

First Day of Class: April 7th, 2018

Last Day of Class: May 4th, 2018

### MAY

Last day to pay tuition without late charge:

**May 14th, 2018**

First Day of Class: May 5th, 2018

Last Day of Class: June 1st, 2018

\*\*CVPA will be OPEN on Memorial Day.\*\*

### JUNE

Last day to pay tuition without late charge:

**June 11th, 2018**

First Day of Class: June 2nd, 2018

Last Day of Class: June 29th, 2018

## METHODS OF PAYMENT:

Currently CVPA accepts cash or check ONLY. (We are currently working on an upgrade for 2018!)

**CHECK PAYMENTS:** Please write your student's first and last name in the memo of the check and place the check in the black tuition box. We have tuition boxes located inside each studio location. A \$25 service fee is charged on all returned checks.

**ONLINE BANKING PAYMENT:** You may make a payment online through your personal checking account by adding CVPA as a payee and using our address: 3575 Somerset Ave., Castro Valley, CA 94546. Please put your student's name as the account number. You may want to set-up an automatic payment to send a draft at the beginning of every month. This way, you will avoid any late fees. Please note: we do not accept account transfers from banks.

**CASH PAYMENTS:** Cash payments can be made in the CVPA Boutique or be given to Janet Taddie directly. Please DO NOT put cash in the tuition box. Please always get a CVPA receipt for a cash payment. The CVPA Boutique is open Mon. 4pm-7pm, Weds. 5pm-7:30pm, Thurs. 5pm-7pm, and Sat. 11am-3pm. CVPA teachers cannot accept cash payments.

## FIRST-TIME STUDENTS:

For first-time students, the first week of classes is free as a trial period. This allows the student and teachers to find the class(es) best suited for the student. After the one-week trial period has concluded, the student will be enrolled in the class of his/her choosing. If the student is registering mid-month, the first month will be pro-rated based on the registration date at a rate of \$13.75 per class. This will only be allowed for students registering for their first month of classes and will not be allowed in any month after that.

## DROP-IN RATE:

The drop-in class rate is \$22.00 per single class. It must be paid at the time the class is taken. Payment (cash or check) must be handed to the teacher at the beginning of the class. We discourage students from taking classes on a drop-in or "by the class" basis as it is disruptive to the progress of the student and the entire class.

## ATTENDANCE:

All students are expected to attend class each week. It is the student's responsibility to inform the studio if they will be missing a class and schedule a make-up class. Students taking solo, duet, or trio classes must give a 24-hour notice if her/she will be missing the lesson otherwise the lesson will be charged full price and there will be no make-up.

## MAKE-UP CLASSES:

We do not pro-rate tuition for missed classes, however a student can attend one make-up for every class he/she has missed. Make-up classes must be taken within four weeks of the classes missed and can not be carried over from one month to the next. Please have your teacher recommend a make-up class for you to take before attending the class.

## TARDINESS

The first 15 minutes of every class will be used to warm-up the body. If any student misses the warm-up portion of class due to tardiness, the teacher may ask them to sit out from the class. This policy is for the safety of our students and will be enforced at the discretion of the teacher. No make-up's will be allowed and no refund will be issued for students who arrive late to class.

## '18 TUITION SCHEDULE:

(Cont.)

### JULY

Last day to pay tuition without late charge:

**July 16th, 2018**

First Day of Class: July 7th, 2018

Last Day of Class: Aug. 3rd, 2018

### AUGUST

Last day to pay tuition without late charge:

**Aug. 13th, 2018**

First Day of Class: Aug. 4th, 2018

Last Day of Class: Aug. 31st, 2018

### SEPTEMBER

Last day to pay tuition without late charge:

**Sept. 10th, 2018**

First Day of Class: Sept. 1st, 2018

Last Day of Class: Sept. 28th, 2018

### OCTOBER

Last day to pay tuition without late charge:

**Oct. 8th, 2018**

First Day of Class: Sept 29th, 2018

Last Day of Class: Oct. 26th, 2018

### NOVEMBER

Last day to pay tuition without late charge:

**Nov. 6th, 2018**

First Day of Class: Oct. 28th, 2018

Last Day of Class: Nov. 24th, 2018

### DECEMBER

Last day to pay tuition without late charge:

**Dec. 4th, 2018**

First Day of Class: Nov. 25th, 2018

Last Day of Class: Dec. 22nd, 2018

### **FAMILY MEMBER DISCOUNT:**

Two or more students from the immediate family may deduct \$2.00 off their total monthly tuition per student as long as tuition is current. Past due accounts will not be given this discount.

### **CLASS WITHDRAWAL POLICY:**

Early withdrawal from a class before completion of the year requires a 14-day written withdrawal notice emailed to [cvpadance@gmail.com](mailto:cvpadance@gmail.com). The parent/guardian will be responsible for tuition until your notice is sent and accepted. Once tuition is drafted, it is non-refundable. If you withdrawal after recital costumes have been ordered, you will not receive a refund for your recital costume.

### **CVPA BOUTIQUE:**

Credits from the CVPA Boutique are not transferable and can not be used toward tuitions, competition fees, or other fees charged to your main CVPA account. They can, however, be used towards items in the CVPA Boutique such as CVPA apparel, dancewear, dance shoes, and recital tickets. ([www.cvpaboutique.com](http://www.cvpaboutique.com))

## **STUDIO BREAKS & HOLIDAY SCHEDULE:**

The studio will be closed for 4 one-week breaks periods during the year. These break periods (listed on the right) happen during the months of January, April, July, and December. The remaining 48 weeks of the year are divided into 12 four-week tuition periods. You will not be charged or pro-rated for these break periods when the studio will be closed, as they are built into our 12-month tuition schedule.

**HOLIDAY SCHEDULE:** CVPA will remain open on MLK Day, President's Day, Memorial Day, Labor Day, Columbus Day, and Veteran's Day. Additionally, CVPA will be open the day before and after Thanksgiving. Please check the Parent Portal for any changes to the CVPA Boutique schedule.

**SUMMER VACATION POLICY:** Tuition must remain consistent throughout the summer in order to participate in the October recital. Make-ups for missed classes due to vacation are to be scheduled through the studio upon return and made-up in a class other than the class that the student is already registered in. It is the student's responsibility to schedule make-up classes and to acquire information missed while they were away.

### **CLOSED DATES:**

**Winter Break:** Dec. 23rd, 2017 - Jan. 5th, 2018  
**Spring Break:** March 31st, 2018 - April 6th, 2018  
**Summer Break:** June 30th, 2018 - July 6th, 2018  
**Thanksgiving:** Nov. 22nd, 2018\*\*  
**Winter Break:** Dec. 23rd, 2018 - Jan. 4th, 2019  
\*\*If you are in a Thursday class, please see your teacher about scheduling a make-up.

### **CVPA will remain OPEN on:**

**MLK Day:** January 15th, 2018  
**President's Day:** February, 19th, 2018  
**Memorial Day:** May 28th, 2018  
**Labor Day:** September 3rd, 2018  
**Columbus Day:** October 8th, 2018  
**Veteran's Day:** November 11th, 2018

For your convenience, this information will be available on the CVPA Parent Portal at [WWW.CVPAPARENT.COM](http://WWW.CVPAPARENT.COM).

Please call the studio for the most up-to-date password.

**For billing questions, please contact Charlene Horn at [cvpa\\_acctg@yahoo.com](mailto:cvpa_acctg@yahoo.com).**