

# ROANOKE BALLET THEATRE PARENT AGREEMENT FORM

- ❖ **Tuition Commitment** - In signing up for classes at Roanoke Ballet Theatre, you are making a commitment to attend. We will ensure that a highly qualified instructor will be present to teach your child each week. In return, you agree to pay your tuition on time each month from September through May. You are making a commitment of three months for your child, and we are making a commitment to provide your child the highest quality in professional teaching. **You have two weeks from the date of signing-up to withdraw in writing in order to avoid incurring any additional tuition charges.** Your tuition may be transferred to another student or given as a gift certificate. After your two-week grace period, you will be responsible for three months of tuition paid monthly, regardless of whether your child continues to attend.
- ❖ **Tuition Due Date** - Monthly payments are due no later than the 10<sup>th</sup> of the month. Any tuition not received by the 10<sup>th</sup> will incur a \$10.00 late fee.
- ❖ **Payment Methods** - We accept check, cash, Visa, and MasterCard. You may pay monthly, quarterly, or the entire yearly tuition. All payments must be placed in a payment envelope and deposited in the payment drop box. Also, the front of the payment envelope must be properly filled out in order to assure proper credit to the student's account, especially when paying by cash.
- ❖ **AutoPay Option** - For your convenience, if you have not paid by the 10<sup>th</sup> of the month, we will automatically deduct your tuition from your credit card on file. This saves you money because you will never be charged late fees. If you do not wish to leave a credit card number on this form, then you must either pay for the entire year in advance or sign the "Credit Card Waiver" below.
- ❖ **Returned Check Fee/Declined Credit Card Fee** - If your check is returned or we are unable to process your credit card, you will be charged a \$35.00 fee.
- ❖ **Tuition may not be pro-rated** - Full tuition is expected every month from September through May regardless of snow days, holidays, illness, or vacations. An average number of absences have already been worked into the price. Your tuition is based on a 36-week session split evenly into nine equal payments.
- ❖ **Tuition is non-refundable** - However, you may make up classes within the same month that you missed or receive a gift certificate good for classes within the same school calendar year. This does not include summer classes.
- ❖ **Incomplete Paperwork** - This form must be filled out completely and submitted to RBT along with the registration fee and first month's tuition in order for your child to be registered. If no credit card number is enclosed and no credit card waiver is signed, then you will NOT be registered.

**I have read and understand the policies set forth by Roanoke Ballet Theatre in this agreement and the current Student Handbook and agree to abide by those stated herein.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Credit Card Agreement:  Visa  MasterCard

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

**Credit Card Waiver: I understand that tuition is due by the 10<sup>th</sup> of each month, and I agree to pay any late fees incurred from not paying tuition by the due date. I waive the option to avoid these late fees by providing my credit card number.**

Signature \_\_\_\_\_ Date \_\_\_\_\_