



2018/2019 Payment Plan Options

Welcome to the 2018/2019 season at the Center for the Performing Arts! Our goal is to constantly improve the efficiency of the operation of our studio. With that in mind we have found the need to have each family commit to a payment plan at the start of the season. We will continue to offer a 10% discount on yearly payments received by October 1st and paid by cash or check. Year payments by credit card will receive an 8% discount. **Pre-paid tuition is non-refundable** so please do not pay in advance if you have a pre-school student or are unsure if your child will continue for the entire season.

Effective immediately, the person responsible for the finances with regards to tuition and costume charges will need to choose an automatic payment plan, either from a checking account or credit card. This charge will be generated on the first of the month, when tuition is due, and twice for costume charges; On or after November 15th (costume deposit) and on or after February 1st (costume balance). Preschool & Kindergarten students will receive an email for recital sign-ups since it is optional.

Should the person financially responsible choose to pay monthly by cash or check, and not enroll in an auto payment plan, they will need to leave a debit or credit card on file and any outstanding charges will be charged to that credit card on the 10th of the month.

Please note that our season will run for the entire school year, from September 10, 2018 through June 28, 2019. If you are enrolling in a monthly payment plan, there will be 10 monthly payments. Students may drop at anytime with at least 7 days notice prior to the 1st of the month.

** If we are unable to process a charge by any of the above methods by the 10th of the month, a \$10 late fee will be assessed on the account.*

- ❖ **Option 1:** EFT from a checking account. This plan saves time both in generating the charge (it is an automatic electronic transfer) and avoids errors, thus less administrative costs for the studio. As an incentive for our customers, we are offering a 3% tuition discount for those enrolling in the EFT program. Please fill out the EFT form with your account and routing number.
- ❖ **Option 2:** Auto charge to a MasterCard or Visa. There is no discount offered for this auto payment plan. Please fill out a Credit Card form with your account number, expiration date and security code.
- ❖ **Option 3:** The third option is to pay monthly with cash or check. Please note that no checks will be accepted after May 1st. I understand that I must leave a credit card or debit card on file and it will be charged on the 10th of the month if a cash or check payment is not received.

_____(initial) I prefer to pay the tuition with cash or check. My credit card to be kept on file is (circle one) MC Visa Debit

ONLY FILL THIS OUT IF YOU WANT TO PAY BY CASH or CHECK

Card number _____ exp _____ sec code _____

Please remember, If a charge is not able to be processed by any of the above methods by the 10th of the month, a \$10 late fee will be assessed on the account. Additionally, if a child withdraws from a class, we must receive a **7 day notice**, otherwise, you will be responsible for that month's tuition payment. _____please initial

If you have any questions about our payment plans, please do not hesitate to contact me at 978-681-1820 or email jane@cpadance.com

Thank you! Jane O'Donnell, director