

Dear Dance parents & students -

Online registration is ready to go but before you register you will need to read through this FIRST!

Reason being - the system doesn't automatically facilitate or calculate all the perks we offer. Using certain perks will determine **when** you enroll and **what you do at check out** after you've enrolled in classes. It is for these reasons that we need to address the "check out" and payment options on this page first. As you prepare to enroll, you will need to consider if one or more of the following applies to you:

- 1) **PACE** applicants will need to wait to enroll pending approval. Upon approval you will be able to enroll and follow the check out instructions as stated under **"Add to classes & Pay Later"** at the bottom of the page.
- 2) **SASP** applicants should enroll and choose **"Pay Both Now"** at check out. Realize though the benefit of SASP may or may not apply later. See **"Pay Both Now"** at bottom of page.
- 3) **PACE and SASP** applicants will need to wait to enroll pending approval. Upon approval you will be able to enroll and follow the check out instructions as stated under **"Add to classes & Pay Later"** at the bottom of the page.
- 4) **Semester Prepay or Annual Prepay discounts** are NOT automatically calculated by the system and will need to be manually handled. In these instances you will need to:
 1. Enroll in classes.
 2. Upon check out use promo code "SPP2018" for semester prepay or "APP2018" for Annual Prepay.
Promo codes expire July 20, 2018
 3. Choose **"Add to classes-& Pay Later"**. See **"Add to classes-& Pay Later"** below for payment instructions.
 4. **Send us an email telling us which promo code you used (the system won't tell us)**
 5. We will then send you an invoice with amount due with **payment due July 25**.
- 5) **Multiple family member and multiple class discounts** WILL automatically be calculated upon enrollment. At check out it will show you your total due (registration fees + your first month tuition). At check out you will then choose **"Pay both now"** and proceed with your payment under **"Pay both now"** below.

REGARDING PAYMENTS: *Please note: Upon enrollment and check out - though you have the option to "Pay Later" a student will not be considered officially enrolled and space reserved in classes until payment is received. Further, enrollments & accounts that do not meet the stated payment due dates will go into a pending status to which placement into classes could/will be at risk.*

"Add to classes & Pay Later" customers as stated above will be sent an invoice with amount **due July 25**.

Upon receipt of your invoice you will then be to pay your balance in one of the following ways:

- 1) Pay via your "Parent Portal" with Stripe/Credit card (3% convenience fee applies) **by July 25**.
- 2) Call in your credit card payment (3% convenience fee applies) **by July 25**.
- 3) Drop off or send your check payment to studio – Dance 2 Studio PO Box 715 Tea SD 57064 **so it is received by July 25**.
- 4) Hand deliver your cash payment to studio **by July 25**.

"Pay both now" customers will make their payments immediately upon check out. You will tell the system how you are paying "Stripe/Credit card" or "Cash/Check".

- 1) If paying with Stripe/Credit you will enter the requested information and your payment will be processed accordingly. Or you can call it in **by July 25th**.
- 2) If paying with cash or check, enter the appropriate transaction code (Cash or check) and enter the check # if applicable. You will then have to either mail or hand deliver your payment to the studio **to be received by July 25th**. Obviously cash payments should be hand delivered to the studio. Check payments can be dropped off (in envelope) in the studio's mail slot or sent to: **Dance 2 Studio PO Box 715 Tea SD 57064**
Once your payment is received the studio will be able to match it to your account and you're good to go!

NOW THAT YOU'VE BEEN BRIEFED ABOUT THE "CHECK OUT" PROCESS, LET'S GET YOU ACQUAINTED WITH ONLINE REGISTRATION AND ENROLLMENT ON THE NEXT PAGE.

THINGS TO NOTE ABOUT THE SYSTEM BEFORE YOU USE IT:

- 1) Sales tax is already added on and included in the published prices.
- 2) It does NOT store credit card or financial information when making payments.
- 3) It WILL automatically apply the 10% multiple class & family member discounts.
- 4) It will NOT automatically apply PrePay discounts – the studio will have to manually calculate those for you.
- 5) It will NOT allow you to drop classes after you've enrolled which will require studio assistance.
- 6) It WILL let you add classes after your initial enrollment – up until a preset deadline. After that the studio would need to assist you with adding classes.
- 7) You CAN create an account without having to enroll in classes though it will place it as “inactive”.
- 8) It will NOT allow students to enroll in classes for which they don't meet/match the preset age ranges. So if your student has been recommended to a particular class *by the studio* and the system doesn't allow your student to enroll, contact the studio immediately to do an “override” for you.

THINGS TO NOTE IN GENERAL

Merging the past with the future has made it necessary to make some structural changes along with the need to strictly enforce policy. The most notable ones are listed below but you may also want to read the Student-Parent Handbook. Here's the link: <http://danceballroomandstudio.com/files/128550808.pdf>

1. For students to be considered officially enrolled and space reserved the \$25 registration fee and at least first month's tuition must be paid. *We can no longer “hold” a space for a student.*
2. For accounts set up for monthly payments a \$10 fee will be assessed on the 16th if payments not received by the 15th. *We will no longer write off late fees as a courtesy!* Accounts with overdue balances whether due to underpayments and/or no payments will be subject to late fees and 1.5% penalty fees.
3. Automatic recurring payments will now be through “AutoPay” on our new system. Read under **“Subsequent Payment Options will be”** section on next page.
4. Regarding Prepaid tuition discounts: Prepaid tuition discounts will only be based and applied for the entire term (Sep-May) – *discounts will no longer apply for shorter terms.* Semester Prepay tuition installments will now be configured by calculating the annual total tuition for (Sep-May) and dividing it into 2 equal installments with first installment due July 25 and second installment due January 15th. *Semester Prepay discounts are not interchangeable – i.e. you can't convert your 2nd semester payment into monthly installments. And finally, be sure you are committed for the full year as prepaid tuition is considered non-refundable and non-transferable.*
5. All discounts (now referred to as REWARD discounts) will be administered and remain intact based on good rapport by simply meeting 3 simple requirements: 1) Account holders keep accounts in good standing, 2) account holders and associated students having active participation and communication with the studio, and 3) Student(s) associated with the account maintain attendance of at least 80% for the enrollment term. More information regarding discounts can be found in the Student-Parent Handbook.

THINGS YOU CAN DO ON THE PARENT PORTAL

- 1) Make online credit card payments.
- 2) Enroll in automatic recurring payments – read Payments section later.
- 3) Update your account information
- 4) View/print statements
- 5) Print your weekly dance schedule
- 6) Add classes (within the deadline)
- 7) Accept waivers
- 8) View events

NOW THAT YOU'VE BEEN BRIEFED ABOUT HOW THE SYSTEM WORKS, SOME STUDIO STRUCTURE CHANGES, AND WHAT YOU CAN DO ON THE “PARENT PORTAL” LET'S GET YOU STARTED WITH ONLINE REGISTRATION.

To ensure you enroll in the appropriate classes once you are online we **STRONGLY** suggest you print all these pages – especially **ENROLLMENT GUIDELINES** from the last page. You should also have the following handy:

- 1) The “Recommendations” email we sent you on 6/22 or 6/23.
- 2) Your checkbook or credit card.

YOU ARE NOW READY TO REGISTER & ENROLL ONLINE!

- 1) First you will access the link which can be found in several locations on our website or you can click it here: <https://dancestudio-pro.com/online/dance2studio>
- 2) You will create a login using your email & the system will assign & email you your password.
- 3) Next you will create an account via the “Parent Portal” by doing the following:
Enter parent (account holder) name, address, phone #'s, email.
Be sure to enter all information completely & accurately.
- 4) You will then enter your student(s) and their information.
Be sure to enter information completely and accurately – especially birth date and birth year!
- 5) You will then “pick classes” for each student. *Make sure you are choosing classes from the “2018-19 Youth Classes”.*
- 6) You will then go to “Check out” and proceed with the “CHECK OUT” instructions as mentioned earlier on the first page as they apply to you.
- 7) From there the studio will be able to follow up on your enrollment as needed.

AFTER ENROLLMENT AND AFTER YOUR INITIAL PAYMENT AND AFTER SEPTEMBER CLASSES HAVE BEGUN

SUBSEQUENT PAYMENT OPTIONS WILL BE:

- 1) By credit card via your Parent Portal. 3% convenience fee applies. *Note: PayPal will be added on later.*
- 2) With cash or check just like before – leaving it in the office basket and then studio posts & processes your payments.
- 3) Automatic recurring payments via 'AutoPay" - **beginning October.**
 - a) AutoPay payments will be processed the first business day of each month.
 - b) There's no fee to set up.
 - c) A 3% convenience fee applies to payments made via AutoPay
 - d) You can opt in or out at any time though opting out must be administered by the studio and can take up to 2 billing cycles to take effect depending on when you give notice.

To enroll in AutoPay:

- 1) Enrollment will be available September 1st. ***For your AutoPay payments to start in October you will need to enroll by September 20th. If you enroll after September 20th your AutoPay won't start until November in which case you will need to make an alternate form of payment.***
- 2) Go to your Parent Portal and click on the “AutoPay” icon.
- 3) “Sign” the authorization form by checking the box.
- 4) Provide your financial information as requested.
- 5) We will then set up your account for AutoPay and you're good to go.

ON THE NEXT PAGE IS THE ENROLLMENT GUIDE.

ENROLLMENT GUIDE

**IF YOUR DANCER
WAS IN THIS CLASS
AND THEIR AGE
AS OF SEPT 1ST
WILL BE:**

THEY CAN OR SHOULD ENROLL IN:

Dance FUNdamentals	3-5	PREBALLET unless they are going to be in school. If they are in school they can enroll in: Ballet A, Jr Hip Hop/Jazz, Jr Musical Theater, Tap I
PreBallet	5-8	Ballet A, Jr Hip Hop/Jazz, Jr Musical Theater/Jazz, Tap I
Ballet A	5-8	Ballet B, Jr Hip Hop/Jazz, Jr Musical Theater/Jazz, Tap I
Ballet B	6-9	Ballet BC or as recommended, Jr Hip Hop/Jazz, Jr Musical Theater/Jazz, Tap I. Students age 7-11 with 2 years ballet experience can enroll in Jr Lyrical.
Ballet BC	7+	Ballet class(es) as per recommendation, Tap I, Jr Hip Hop/Jazz if age 7 or under. Sr Hip Hop/Jazz if age 8 or above, Jr Musical Theater/Jazz if age 7 or under, or Sr Musical Theater if age 8. Students age 7-11 with 2 yrs ballet experience should enroll in Jr Lyrical I
Ballet C	8+	Ballet classes as per recommendation., Sr Hip Hop/Jazz , Sr Musical Theater/Jazz, Tap II, or Jr Lyrical. Entrance into Sr Lyrical or Tuesday Sr Hip Hop/Jazz is by invitation only.
Ballet D/Pointe/Prepointe	11+	Ballet D, Tuesday Sr Hip Hop/Jazz, Sr Musical Theater, Sr Lyrical. Tap II
Miss Lacey's Hip Hop/Jazz	5+	Jr Hip Hop/Jazz, Jr Musical Theater/Jazz, Tap I
Miss Emma's Musical Theater/Jazz	5+	Jr Hip Hop/Jazz, Jr Musical Theater/Jazz, Tap I
Miss Becky's Mon Hip Hop/Jazz	Age 8+	Monday Sr Hip Hop/Jazz, Sr Musical Theater/Jazz, Tap I or Tap II (on trial basis)
Miss Becky's Tue Hip Hop/Jazz	Age 8+	Tue Sr Hip Hop/Jazz, Sr Musical Theater/Jazz, Tap II
Tap	Age 8+	Tap II
Lyrical	Age 7-11 12+	Existing Lyrical students age 11 & under should enroll in Jr Lyrical unless otherwise recommended and must be enrolled in at least one ballet class. . Existing Lyrical students age 12+ should enroll in Sr Lyrical – unless otherwise recommended and must be enrolled in 2 ballet classes. New students to Lyrical ages 7-11 should enroll in Jr Lyrical, must have at least 1 yr ballet experience, and must be enrolled in at least one ballet class. New students to Lyrical ages 12+ must have at least 1 yr ballet experience, be enrolled in 2 ballet classes and should inquire about placement.

SPECIAL NOTES REGARDING NEW TAP OR NEW LYRICAL STUDENTS:

Regarding Tap: New tap students age 9 + with at least 2 years ballet experience can enroll in Tap II otherwise should enroll in Tap I regardless of age unless otherwise recommended.

Regarding Lyrical: New students to Lyrical ages 7-11 should enroll in Jr Lyrical, must have at least 1 yr ballet experience, and must be enrolled in at least one ballet class. New students to Lyrical ages 12+ must have at least 1 yr ballet experience, be enrolled in at least one ballet class should inquire about placement.