

DANCE CONSERVATORY *of Charleston*

Registration and Payment Policies

- All classes must register by semester with exception of the Pre-Pro Program which requires registration for both fall and spring semester.
- Our yearly registration fee of \$35/Family is due at the time of registration and is non-refundable.
- Semester Tuition is due in full at time of registration and is non-refundable.
- If registering for 2+ classes/week per student an installment payment option is available.
- If enrolling in 1 class/week and special payment arrangements are required, please contact us at register@danceconservatorychs.com.
- We offer a 5% discount for full payment for the year (Fall and Spring Semesters together) and a 10% sibling discount.
- **Students enrolled in the fall semester will automatically be enrolled in the Spring semester unless they submit the Spring Semester Enrollment Change Request form found on the DCC Parent Page prior to December 15. Please note: Enrollment changes by email, phone, or text will not be accepted.**
- Make up classes may be made during the semester at the same or lower level than the student's current enrollment.
- Once the student's registration is confirmed, Client is financially responsible for the semester tuition regardless of student attendance. Registration is completed and confirmed upon payment.
- All payments are processed through Blackbaud Tuition Management (formerly Smart Tuition). Blackbaud Tuition Management will automatically debit your credit card, checking account or savings account for payment. Payments are not accepted at the studio.
- Payment may be made with either automatic processing of a credit card with a 2.85% fee or by ACH payment with a checking or savings account free of charge.
- Payments made 10 days after the due date are subject to a \$15 late payment fee.

A complete listing of our school policies can be found [HERE](#) or by visiting the Parent Page of our website, <https://www.danceconservatorychs.com/dance-conservatory-parent-page/>