

Performing Arts Workshop

Tuition, Payment & Withdrawal Policies

2023-24 YOUTH PERFORMANCE PROGRAM

Our season will run from October 10, 2023 through May 20, 2024. Total, annual tuition is inclusive of all classes and in-studio rehearsals, registration fees, administrative fees, studio membership and new season welcome bundle. Our program guarantees 24-weeks of instruction, whether online, in-studio or a combination thereof (hybrid model).

CLASS LENGTH (each week)	2023-24 ANNUAL TUITION (total due for program season)	10-INSTALLMENT PLAN (first & last installments due to enroll)
45-Minutes	\$835	\$83.50 per installment
60-Minutes	\$935	\$93.50 per installment
75-Minutes	\$1035	\$103.50 per installment
90-Minutes	\$1135	\$113.50 per installment

*Studio merchandise and class uniforms are not included in tuition. Please see separate [Dress Code Policies](#) for class attire information. Performance costumes, event participation, professional video and class photos all sold separately. **Please see additional details below for all related charges.***

PAYMENT POLICIES

- **Cash, checks and all major credit/debit cards accepted.**
- **All families must place a valid credit card on file to register for any class.** Once registration is confirmed with first and last installments paid upfront, remaining installments will be auto-drafted between the 1st-3rd of each month thereafter, until the total balance for the season is paid in-full (no later than May 3, 2024). Other methods of payment gladly accepted before each installment due date— please reach out to info@performingartsworkshop-nj.com before the 1st of the month to make alternate arrangements, as needed.
- **If you plan to pay with a check before tuition is auto-drafted**, please make payable to Performing Arts Workshop and hand it directly to the front desk staff at drop-off; or leave it in the lockbox on the building door; or mail to Performing Arts Workshop, 196 Morgan Street STE 1, Jersey City, NJ 07302 before the 1st of the month. *Please Note: there is a non-negotiable \$50 fee added for all returned checks.* **If you plan to pay with cash before tuition is auto-drafted**, please prepare an envelope with exact change and hand it directly to the front door staff at drop-off. **Do not mail cash, and do not leave cash in the lockbox on our building door.**
- **All hand-delivered payments should be sealed in an envelope** with your child(ren)'s name(s) clearly labeled on the front; and the total amount enclosed must be hand-written inside of the envelope. Please remember to send a message to info@performingartsworkshop-nj.com with your intent to pay tuition by alternate means before the 1st of the month, in order to halt the pending auto-charge.
- **Installments are based on the total, annual cost of the program divided into equal payments for convenience.** Installments are not based on the number of classes in a month. First and last installments are due at time of registration to confirm enrollment and are non-refundable. Account balances are drafted in equal monthly payments, from the time of registration through May 3. If account balances are greater than the amount of one installment by May 3, total remaining fees will be drafted on that date. Pay-per-class and drop-in options are not available for this program.
- **All paid tuition is non-refundable.** This includes any payment-in-full, lump sum or advanced payments accepted for the 2023-24 season.
- **Studio merchandise is non-refundable and ineligible for any kind of substitution, exchange, prorate, discount, return or replacement. Gifts do not have cash value and are ineligible for any kind of substitution, exchange, return or replacement.** Additional merchandise may be available for purchase if you wish to replace any lost items. Please e-mail info@performingartsworkshop-nj.com for prices and availability.
- **Trial classes may be arranged for \$20 per class.** Families who elect to enroll on the same calendar week as their trial will receive a \$20 account credit. Please e-mail info@performingartsworkshop-nj.com for more information about trial classes.
- **We have eliminated late fees**, however we kindly ask all families to understand and acknowledge that accounts must be current in order for students to attend any class in which they are enrolled. Please e-mail info@performingartsworkshop-nj.com if you need assistance with your account at any time— we want every child to participate in every class, and we are here to help!
- **Registration is prorated by trimester, only, for students enrolled after the first lesson of the school year.** The full value of any lessons missed within a single trimester will be made-up as determined by the program Director (make-up class, additional rehearsal, etc.).
- **Tuition is not prorated or refunded for absences, whether planned or unplanned.** Students who miss their own class may arrange to take another class appropriate for their age within 2 weeks of the initial absence; and may reschedule a make-up class,

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once. Please note that make-up classes are not guaranteed if a student's schedule does not align with the studio's advertised class schedule. This courtesy make-up class policy will be in effect through March 22, 2024; After March 22, make-up classes will not be arranged; and recorded lessons/make-ups are not an option for any part of the 2023-24 season. Please e-mail info@performingartsworkshop-nj.com to make all absence-related arrangements.

- **Performance costumes will require a separate fee of \$105 child size/\$115 adult size per class enrollment, due by February 1, 2024** and will include all required body wear and accessories for the performance. After February 1, costume fees will increase to \$125 child size/\$135 adult size per class enrollment due by March 15, 2024, to account for the loss of volume discounts and the addition of expedited shipping costs required for timely delivery ahead of our scheduled events (portraits, competitions, performances, etc.). Performing Arts Workshop will not be responsible if a student does not receive costumes in time for any scheduled event as a result of late payment, partial payment or non-payment by the student's family; and refunds will not be provided for any garments, nor related events, in such instances. Costume fees do not include dance shoes, and families will be solely responsible for ensuring their child(ren)'s regular dance class footwear is a proper fit, and in good condition, for our scheduled events. *Please see separate PAW Program Policies for more information regarding costume sizing, ordering and delivery.*
- **Costume fees are non-refundable.** Families who opt-out of, or miss, our performances for any reason will still receive costumes at the time of in-class distribution, provided tuition is not past-due and costume balances are paid in-full. If tuition is current but costume balances are only partially paid, then families who opt-out of, or miss, our performances will not receive costumes; however any partial costume payment will convert to a transferrable credit for future classes— and may be gifted to a sibling or friend of age for any Performing Arts Workshop program— expiring 365 days from the performance date.
- **Paid costume fees will be applied to any past-due balances for merchandise, services and tuition which remain unpaid by the time of in-class costume distribution.** Under such circumstances, costumes will be not be distributed until the total past-due balance is paid and costume balances are paid in-full. Please e-mail info@performingartsworkshop-nj.com for account assistance, as needed.
- **\$150 per student Showcase Fee due April 15** includes final technical rehearsal, student showcase participation, professional video & class photos (digital delivery within 45 days from event). Sibling Prorate: \$150 for first student and \$115 per each additional student from the same household.
- **Tuition & Showcase Fees do not include admission for any attendees to any performance.** Ticket fees are determined no later than 8 weeks in advance of our events. **We are planning a live showcase to take place between May 17-19, 2024 in Jersey City & dress rehearsal/portrait day to take place the week prior between May 10-12, 2024.** If a live event cannot take place at the time of our tentative performance date, as per government ordinance, Performing Arts Workshop will immediately pivot to *Showcase Plan B*, in full compliance with all local ordinances, as well as all health & safety precautions outlined by local and federal government agencies; and with all procedures, viewing options and related fees to be determined if/when such circumstances arise.

WITHDRAWAL POLICIES

- **Withdrawals must be received in writing via e-mail to info@performingartsworkshop-nj.com, at least 30 days prior to the next installment due date** (1st of the month) in order to prevent further charges and/or auto-drafts. Tuition charges and auto-drafts will continue to process as scheduled until such notice is received, after which time any account adjustments will apply from 30 days forward. Students with accounts in good standing may continue to attend all classes remaining in the program within the 30 days following their notice of withdrawal.
- **As previously stated, all paid tuition is non-refundable.** Families withdrawn from classes according to our 2023-24 Withdrawal Policies will owe nothing more, provided their accounts are current at the time of notice. If a balance remains for merchandise, services rendered and/or tuition due prior to the date of notice, and/or if notice is received less than 30 days from the next installment due date, Performing Arts Workshop reserves the right to auto-draft the total past-due balance and/or pending installment using the method of payment placed on file with our office. Please reach out to info@performingartsworkshop-nj.com to make alternate payment arrangements, if needed.
- **Paid costume fees are non-refundable, however families withdrawn from the program may pick-up costumes as soon as they are delivered to the studio,** provided fees for merchandise, services and/or tuition are not past-due at the time of withdrawal and costume balances are paid in-full. Paid costume fees will be applied to any past-due balance for merchandise, services and/or tuition remaining at the time of withdrawal; and families withdrawn from the program under such circumstance will not receive costumes. If all fees for merchandise, services and tuition are paid as agreed but costume fees are partially paid at the time of withdrawal, then families withdrawn from the program will not receive costumes; however any partial costume payment will convert to a transferrable credit for future classes— and may be gifted to a sibling or friend of age for any Performing Arts Workshop program— expiring 365 days from formal notice of withdrawal.