



Tuition Policy Dance Theatre of Harlem School (DTHS)

Fees/Tuition Payment

1. Tuition payments are processed online via FACTS Management, where each enrollee can select a payment plan option, as well as the source from which automatic payments are to be drawn.
2. Non-refundable initial fees are due at sign-up with FACTS and are non-refundable and serve as a down-payment securing your student(s) place in school.
3. There are 2 payment plan options:
 - a. **Full payment:** The easiest method to secure your child's place in the school also provides a 10% discount on tuition when payment is made in-full on or before **August 31st!**
 - b. **Monthly Payments:** Authorizing FACTS to process monthly payments directly from your credit card or financial institution gives you the ease of budgeting the full tuition throughout the semester and the peace of mind knowing payments are made on time. Plans can begin as early as **May 2018**, or as late as **August 20, 2018**, and have a completion deadline of **January 21st, 2019**. *Monthly Payment plans are available for up to 9 months beginning May 2018 through January 2019!*
4. A \$45 non-refundable Enrollment Fee will be processed for all Monthly Payment plans. A FACTS service fee will be assessed for payments made with a credit card. If you do not wish to pay this fee, please select a checking or savings account as your payment method.

Withdrawal Policy

A completed **Withdrawal Form** must be submitted electronically to constitute an official withdrawal from the School. The Withdrawal Form is available on the School's website or can be requested via: payments@dancetheatreofharlem.org. Verbal withdrawals or e-mails without the official form will result in an outstanding balance.

Refunds

The amount of tuition reimbursement is determined by the Payment Plan and time of withdrawal. Date of withdrawal will be based on DTHS' receipt of Withdrawal Form. Initial fees (down payment) are non-refundable.

Full Tuition Payment Plan:

If tuition is paid in full and the student must withdraw, refund of tuition will be made in accordance to the schedule below:

Before the First Day of Class:	100% of total amount
Within First Week of Classes:	50% of total amount
After the First Week of Classes:	NO REFUND

Monthly Payment Plan:

Refunds are not available for those enrollees paying tuition using the Monthly Payment Option.

Tuition Assistance

Applications for Tuition Assistance must be completed and submitted to the FACTS Grant & Aid Assessment online portal on or before **June 13th, 2018**. **DTHS will review and notify Tuition Assistance applicants by June 25th, 2018. Aid is not guaranteed and will not cover all costs.**

Delinquent Accounts

Dance Theatre of Harlem School reserves the right to discontinue student participation in classes and/or school activities and programs for non-payment. In the event of unforeseen financial complications, we request that you contact the school immediately. A lack of timely communication may result in your account becoming past due or otherwise delinquent.

Payer Information

Tuition and fees is the responsibility of the person who signs this registration packet. A payment link from **FACTS Management** will be sent via email to set up a payment plan. Please provide the best contact information below, or if you would like to add on another contact to make payments, please provide their information.

Key Financial Dates for Fall/Spring 2018-19

Open Now	Fall/Spring Registration – Tuition Assistance portal opens
06/13/2018	Deadline for Tuition Assistance
06/25/2018	Tuition Assistance Award Notifications: Check your email and accept or decline award.
08/31/2018	Deadline for Priority Registration (Merit Scholarship Recipients)
08/31/2018	Deadline for Early Bird Discount of 10%
01/21/2019	Tuition Payment Deadline

For all payment related inquires EMAIL: payments@dancetheatreofharlem.org

Please include: Students First and Last Name, and Student Level