

## BYPC PAYMENT PLANS & POLICIES

Tuition is based upon a full school year and is prorated to your start date. There are two payment options for your yearly tuition – annual and equal monthly installments. Annual payments may be made by check, cash, Master Card, or Visa. Monthly installments may be made by auto debit from your checking account or from your Master Card or Visa. Receipts will be emailed. Tuition payments must be paid in advance of classes or lessons. There is no charge for vacations or BYPC holidays. Tuition payments, registration fees and deposits are non-refundable/non-transferable.

### Multi-Class and Family Discounts

The following discounts apply:

2% discount for all annual payments by check, credit card, or cash.

2% discount for all monthly installments paid by checking account auto debit.

10% discount for individuals or families with four or more classes or lessons.

Multi class discounts do not apply to Company, Apprentice Company, Company Ensemble, or Creative Kids.

### Overdue Payments and Returned Check and Declined Credit Card Fees

Tuition is payable in advance of classes or lessons. Overdue accounts may result in termination of services and will be referred to a collection agency. Financial aid and work-for-tuition plans may be available – please contact our office at 472-3894. Returned checks and declined credit cards will be assessed a \$20.00 fee. Please inform our office immediately regarding any changes to your checking account or credit cards.

### School Calendar for Classes and Lessons

Classes begin Monday August 31, 2009. Classes and lessons will end on Monday June 28, 2010. Please refer to the BYPC calendar for details. Please make careful note of our vacation breaks and days off.

### Make Up, Refund and Cancellation Policies

Tuition payments are non-refundable and non-transferable. There are no student make up for classes or Creative Kids Preschool.

Private music students are allowed two make ups for student cancellations due to illness – one for each half of our school year. Private music students must complete the school year to receive the make up lessons. All private make up lessons will be scheduled during the summer sessions on a first come, first serve basis. Please refer to our Private Lesson Make Up Policy Sheet for further details. Missed make up lessons will not be rescheduled.

### School Cancellations – Inclement Weather or Other Emergencies

Classes/lessons cancelled due to BYPC closing due to inclement weather, teacher absence, or other emergencies will be rescheduled. Contact your instructor for rescheduling. There are no make up sessions for Creative Kids Preschool. In the event of inclement weather please listen to WZID 95.7 FM, WMUR Channel 9, call 472-3894 for a recorded message, or contact our website at [www.bypc.org](http://www.bypc.org) to learn of cancellations. Please note that our cancellations may differ from your school's cancellations.

### Student Placement and Teacher Substitutions

BYPC reserves the right to designate placement for students, require prerequisites and attendance to qualify for certain placements. BYPC also reserves the right to provide a substitute teacher for a regularly scheduled teacher who is absent.

### Student Withdrawals

Students withdrawing from a program within two weeks of registering may do so with no penalty (registration fee is nonrefundable). Students withdrawing from a program after a two week trial basis must provide our office with a written thirty day notice. Withdrawal notices are available in our main office. All auto debits from credit cards and checking accounts will stop after the one month period. Families paying an annual tuition will be refunded remaining tuition, after the one month notice period and minus the 2% discount. If you must withdraw from a class/lesson for a limited amount of time – your original time slot or class assignment can not be guaranteed. BYPC reserves the right to terminate services to any student without notice – in this case tuition may be refunded.

### Dress Code

Students must adhere to dance, performance, and theatre dress codes. Failure to dress properly may result in students being asked to sit out of class. Students are not permitted to wear jeans or shoes worn on the street or outdoors to any dance class.

### Drop Off and Pick Up

Please enter into the lower parking lot and exit out of the upper parking lot from Bell Hill Road. **DO NOT USE THE ROUTE 101 DRIVEWAY - IT IS EXTREMELY HAZARDOUS.** For safety, students waiting for parents will be asked to stay inside the building. BYPC assumes no responsibility for the care of students before or after classes/lessons.

### Parent Observation

BYPC encourages parent involvement in their child's arts education through regular communication with instructors, attending performances, and observing classes/lessons on a prearranged schedule. Parents will not be allowed in the classroom or lesson room on a regular basis.

### Discrimination or Harassment

The Bedford Youth Performing Company is a non profit education organization with a policy of non-discrimination. Each member of our community -student, parent, or staff, has the right to be free of discrimination or harassment within our organization. Please report any acts of discrimination or harassment to one of our department directors immediately -Ann Davison, Jeff Davison, David Couture or Maryrose Salem. A complete policy is available upon request.

*We strive to create a nurturing and creative environment to stimulate and encourage your child to grow and to have fun with friends – both old and new! We do expect children to behave in an appropriate manner toward our staff, our students, and our property. We thank you for the confidence that you have demonstrated in registering your child in our programs. We will work to be worthy of your trust. Please contact me with any questions or concerns. Here's to a great year!*

*Ann Davison, Director*