

## **Studio9 School of the Arts Tuition and Fees Payment Policy**

### Purpose of this Policy

The purpose of this policy is to mitigate the risks of families falling behind in payments to the point where there is little opportunity of completing the tuition contracts or other services offered in school such as hot lunch, additional lesson, activities etc..

The School is committed to remaining financially healthy while being able to offer outstanding learning through the arts curriculum and extra curricular activities. Additional fees for services are required to make the school experience the best it can be. Studio9 is designed as an affordable independent school option and in being affordable, there is a thinner margin of financial error than more expensive options. Therefore we depend on accounts being kept current and contracts adhered to.

In order to fulfil this commitment, the School has established the procedures as outlined below.

### Scope of this Policy

This policy applies to all of those using contracted services of Studio9 as well as extra fees for services.

### The Policy

The School will ensure that adequate payment handling and record keeping practices are followed. Where there are amounts owing, invoices will be processed and sent, with expectation of payment with an allotted time. Additional email, phone or letter communication may occur.

### **Procedures**

The School will accept the following payment types for tuition payments, deposits, and fees paid in full:

- cheque
- pre-authorized debit
- credit card
- wire transfer
- money order or bank draft
- online banking payment
- cash (up to a maximum amount of \$5,000.00).

The School will accept only the following payment for monthly instalment tuition payments:

- pre-authorized debit

### **Overdue Deadlines**

Accounts will be considered delinquent if there is outstanding debt 60 days or longer and will request immediate payment to bring accounts current.

- In the case of tuition/fees remaining unpaid there may be a suspension of instruction services until payment is received.
- In the case of for fee services, those services will be suspended until payment is received in full
- Accounts left unpaid may be sent to collections for all monies owing