

Policy and Payment Information

- Registration Fee
 - A non-refundable annual registration fee covers classes running through the dance/school year (Mid-September through Mid-June). \$35 for the first family member, \$10 each additional family member. This is payable at the time of enrollment and covers classes through the end of each dance year (Mid June).
- Dance Terms
 - Fall Term is a non-recital 11-week term with enrollment for classes ongoing month-to-month throughout the end of the dance year.
 - Recital Term is a 20-week term with no classes the week of Spring Break and enrollment closing in all recital classes at the end of Feb.-due to ordering recital costumes and choreography being set. Non-recital classes will remain open with ongoing enrollment.
 - Annual Recital is an annual showcase for the Winter Recital classes held in June. If participating in the recital, attendance at the dress rehearsal is mandatory. Participation in the recital is optional-you must inform the instructor within 3 weeks of the Winter Recital Term beginning if you opt-out.
- Dance Studio Pro. (DSP)
 - DSP is the online dance studio management program used at Moonstar. All communication, enrollments, and payments are done through DSP. All communication is sent via email through DSP. Keeping a current email on file through your Parent Portal is important!
 - All payments are made through DSP. Payment is due the first day of the term (Monday), not the first day of your class. If payment has not been made BY the first day of the term, the payment method on file will automatically be charged. You **must** keep a payment method (credit card or bank account) on file to register for classes. Please keep your payment method up to date. Monthly payment plans are available upon request and must be requested before the beginning of EACH term.
- Late Fees
 - For Tuition: \$10 fee will be applied to outstanding amounts 3 days after the due date. If left unpaid, another fee of \$10 is applied every 30 days.
 - For Recital/Costume Charges: \$20 fee will be applied 1 days after the due date. Costumes will not be ordered until your recital/costume fee has been paid. You will be responsible for the separate shipping and handling charges incurred for a separate order. While we will do our best, we cannot ensure that a late order will arrive in time for the recital.
- Studio Closures
 - Planned studio closures or holidays are already figured into tuition prices and are not prorated.
 - Unexpected closures due to weather or other issues will be offered a makeup class. We follow the Beaverton School District bad weather guidelines. We will post on Facebook & Instagram pages and send an email by 2 pm if classes are canceled.
- Class Switching/Transferring/Dropping
 - We pride ourselves on getting each dancer into the right class for them.
 - During the Fall term, we move students into classes that are a better fit any time during the term.
 - During the Winter Recital Term, class switching is not permitted after 3 weeks into the term.
 - There is a **30-day notice** required if you are dropping a class (either by email to moonstardancestudio@gmail.com or through your parent portal). No tuition will be refunded once the term starts. If you give less than 30 days' notice, then a \$30 late drop fee will occur.
- Refunds
 - **NO REFUNDS or CREDITS WILL BE ISSUED FOR TUITION OR RECITAL/COSTUME FEES**
 - Extended illness or injury will be handled on a case-by-case basis for an account credit.
 - All credit adjustments will be done through DSP and will remain on accounts indefinitely. NO CASH, CHECK, or CREDIT CARD refunds will be given.
 - Dropping classes prior completion of the 11-week term will **not** result in a refund. You may choose to drop a class at any time through your parent portal or by emailing moonstardancestudio@gmail.com.