



Policy and Payment Information 2026

- 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 for 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 continuing into the Recital term, unless you request to be dropped at the end of Fall Term, billing is done monthly.
 - Recital Term is a 20-week term with no classes the week of Spring Break, and enrollment closes for all recital classes at the end of Feb. due to ordering recital costumes and setting choreography. Non-recital classes will remain open with ongoing enrollment. Billing is done monthly.
 - Annual Recital is the end-of-season showcase for our Recital Term 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 the first 3 weeks of the Recital Term beginning if you opt out.
- Studio Pro. (DSP)
 - Studio Pro (DSP) is the online dance studio management program used at Moonstar. All communication, enrollments, and payments are done through DSP. Keep a current email on file in your Parent Portal.
 - All payments are made through DSP. Payment is due the first day of the month, not the first day of your class. 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 payments are processed by autopay on the first.
- Late Fees
 - For Tuition: \$10 fee will be applied to monthly outstanding amounts 5 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 5 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.
 - **30-day drop notice**: If your dancer must drop a class for any reason, please notify us in writing via email by the 5th of the month to be dropped at the end of the current month. If you drop after the 5th of the month, you will be dropped at the end of the following month. We hold a spot for your dancer, which prevents other dancers from registering, so you must formally drop the class through our office manager at Moonstardancestudio@gmail.com or through your parent portal, or you will still be responsible for tuition. You will be charged for a full month of tuition regardless of when during the month your dancer drops. No tuition will be refunded, credited, or prorated.
- 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.