

**TUITION PAYMENT POLICY/PROCEDURE**

**Tiernan Irish Dancers Tuition Billing Procedures**

Families will be invoiced upon the billing method they selected when they enrolled indicating either one or four payments per year. If the family has not submitted their form indicating their billing preference, they are automatically billed in quarterly installments. Note: Tiernan only charges tuition for the two dancers in the highest level of dancing in each family—additional dancers in the family are free. The schedule of billing for quarterly payments is listed below.

**Helena Classes**

Quarterly installments – **\$108 (River class); \$135 (all other classes):**

Sept. 15<sup>th</sup> (1<sup>st</sup> quarter)  
Dec. 15<sup>th</sup> (2<sup>nd</sup> quarter)  
Mar. 15<sup>th</sup> (3<sup>rd</sup> quarter)  
June 15<sup>th</sup> (4<sup>th</sup> quarter)

Billing is as follows (**PLEASE SEE LATE FEE POLICY BELOW**):

- Quarterly invoices are mailed on the final day of the month prior to the billing month. For example, invoices for 2<sup>nd</sup> quarter will be mailed by Nov. 30<sup>th</sup>.
- **Payments are due by the 15<sup>th</sup> day of the billing month.**
- If no payment is received by the 15<sup>th</sup> day of the month following the billing month, you will be notified by either phone or e-mail (or regular mail, if these options are not available). For example, if no payment is received by Jan. 15<sup>th</sup> for the Dec. 15<sup>th</sup> billing period (2<sup>nd</sup> quarter), you will be informed that your account is “past due”.
- If your account is still not paid within two weeks after the late notice date, you will receive a final notice requesting full payment before the beginning of the next tuition quarter. **If current tuition is not paid for the quarter, your child will not be allowed to participate in class until your account is settled.** These families will be notified by the bookkeeper as well as the area parent volunteer and a list of these students will be given to the teachers to refer to at class.

**NOTE: Tuition must be paid even if classes are missed.**

**Payment**

Please send tuition payments to: Tiernan Irish Dancers  
P.O. Box 678  
Flossmoor, IL 60422

**Registration**

A dancer must be officially registered in our school to attend any Tiernan classes or special events.

**“Good Standing”**

It is important that Tiernan families remain in “good standing”. Should a dancer not be properly registered and/or financially behind in payments, they may be prohibited from attending classes. Please note that tuition is paid to reserve a spot in the Tiernan program. **Fees are not paid based on a dancer’s presence or absence in class and therefore, tuition must be paid even if classes are missed.** In addition, if a dancer chooses to take off an extended period of time for personal reasons (i.e. summer vacation, etc.), the dancer will lose their spot in the program and must re-register at the next open registration. Severe delinquency can also affect a dancer’s ability to enter competitions, as this is not just a Tiernan policy but one of the Irish Dance Teachers Association.

**Special Situations**

If your family has special financial needs, please contact Janna Henry to arrange a payment plan. She can be reached by phone at 708-805-0194 (cell) or via e-mail at [jannahenry@sbcglobal.net](mailto:jannahenry@sbcglobal.net).

**Injury Policy**

In the unfortunate event that a dancer is injured, we ask that he or she continues to come to class to observe. We have learned that dancers retain as much, if not more, by watching the class from the teacher's perspective. Each dancer also brings a unique and important energy as a member of the class. It is important that this energy is not lost for the good of the class or the dancer in question. **Also note that there is no discount for missed classes.** Please consult your teacher in the case of an injury lasting 12 weeks or more.

**Withdrawal from Program**

If you wish to withdraw your dancer from the Tiernan program, please leave a message for Janna Henry at 708-805-0194. You may also e-mail this information to her at [jannahenry@sbcglobal.net](mailto:jannahenry@sbcglobal.net). Please confirm the date of your dancer's last attended class and let us know the specific reason for withdrawing. We need to know if the dancer is going to stay on our mailing list for future enrollment and are always anxious to hear ways we can improve our program. **Your family will be responsible for tuition expenses until this procedure has been followed.**

***PLEASE NOTE: Refunds will be issued only on a full quarter basis. For example, if a student withdraws during any part of a quarter, you will be refunded only the amount paid beyond that quarter. You will not receive a refund for the remainder of the quarter in which you withdrew. Exception: First year dancers will receive a refund beginning with the next full month of that quarter.***