

## ACPA FAQs AND FACTS

ACPA's primary form of communication is through EMAIL. This is how we deliver updates, reminders, and monthly statements. Please be sure we have a working email address for you that you check regularly. You will only receive a monthly statement via email from ACPA if you do not have a zero balance.

ACPA's fall/spring schedule is from August to May, with summer classes being registered for separately.

Registration fees are valid for one year of classes, and are due annually.

If you wish to withdraw your child from classes, you must do so before the 15th of the month PRIOR to the month you wish to withdraw from. For example, if you wish to withdraw for February, you must do so by January 15th. If you do not do this, you will be responsible for paying February's tuition in full.

A \$25.00 late fee will automatically be added to your monthly statement if ACPA has not received your tuition payment by the 4th of the month. There is a \$30.00 fee for returned checks and drafts.

If you are not paying your tuition, your child will lose their spot in his/her classes. No exceptions.

Classes have age limits for a reason. Your child is only allowed to take classes within their age bracket.

When you register for a class, that is the **ONLY** class you are authorized to come to. Even if a teacher suggests or authorizes your child switching to a different time/day you **MUST** let the ACPA office know. We are very serious about our enrollment limits in each class, and have no way to accurately keep enrollment down without all ACPA members adhering to this rule.

**ACPA DOES NOT OFFER MAKEUP CLASSES.** If we are open for classes, you will not receive a makeup class or a refund on your tuition if you miss a class. It does not matter if you forgot to come to class, went out of town, didn't want to come, had a soccer game, had a sore throat etc. ACPA will consider makeups in the case of immediate family member death or illness (with a doctor's note). These requests can be authorized by Ashley only.

If the Starkville school systems shut down due to weather, ACPA will automatically shut down as well. We will provide a scheduled makeup day if we cancel due to weather.

Only registered students are allowed into the dance studios or gym. No parents, siblings, etc. allowed!

You are not allowed to leave children unattended in the lobby/upstairs etc. You will be charged a "babysitting fee" of \$25.00 per hour if children are left unattended when they are not taking class.

Please respect all parking signs outside of the building (staff and handicap parking, not blocking the outside awning, etc).