

## Registration Policies for the 2024-2025 Season

### Registration Deadlines:

1. **Early Bird Registration:** May 1 – July 1 (Use Code: DCYOPEB24 for a 5% discount)
2. **Late Registration Begins:** September 2 (Late Fee applied)
3. **Mandatory Parent-Student Orientation at TES:** September 7, 2024
4. **Final Registration Deadline:** September 7, 2023. Note that after this date, beginner group classes and ensemble enrollments will be considered on a case-by-case basis.
5. **First Day of Classes and Rehearsals:** September 14, 2024

### **Late Registration Fee: \$50**

### Class/Rehearsal Cancellation Policy:

- DCYOP reserves the right to cancel or adjust class schedules for any reason. Students or parents displaying unsafe or inappropriate conduct may be expelled without a refund. Refer to DCYOP's Code of Conduct and Bullying Policies.

### Withdrawal & Refund Policy:

- **Processing Fee:** \$50
- Withdrawal & Refund requests must be sent to [tuition@dcyop.org](mailto:tuition@dcyop.org).
- Before September 14, 2024, DCYOP will refund the paid amount, deducting the \$50 processing fee.
- No refunds will be issued after September 14.
- Refunds will be processed within one week of receiving the written request sent to [tuition@dcyop.org](mailto:tuition@dcyop.org). Requests not sent to this email address will not be processed.

### **Payment Arrangement Policy:**

For those who are ineligible for tuition assistance, DCYOP provides various payment plan options.

- A \$50 nonrefundable deposit is required at the time of registration.
- Your card will be charged on the dates specified in your confirmation email.

### **Payment Arrangement Options:**

- **(8) Eight Month Installment Plan** Sep 14, 2024; Oct 15, 2024; Nov 15, 2024; Dec 15, 2024; Jan 15, 2025; Feb 15, 2025; Mar 15, 2025; Apr 15, 2025
- **(4) Four Month Installment Plan:** Sep 14, 2024; Oct 15, 2024; Nov 15; Dec 15, 2024
- **(2) Two Month Installment** Sept 14, 2024; Dec 15, 2024

### **Failed Automatic Payments:**

- DCYOP will issue an electronic invoice, granting one week for payment.
- After 30 days, a \$30 late payment charge will apply, and a second invoice will be sent granting one week for payment.
- If the second invoice is not paid after one week and no communication has been made DCYOP will cancel the registration and the student will not be permitted to attend classes/rehearsals until a payment or other arrangements have been made and authorized by the Director of Student and Family Engagement.

### **Withdrawal and Payment Arrangements:**

- **Processing Fee:** \$50
- Withdrawal requests must be sent to [tuition@dcyop.org](mailto:tuition@dcyop.org).
- Requests made before September 14, 2024: DCYOP will cancel all arranged payments. Any money paid will be refunded excluding the \$50 non-refundable deposit.
- Requests made after September 14: DCYOP will cancel all remaining arranged payments. No refunds will be given.

### **For Further Assistance:**

- Inquiries about withdrawals, refunds and payment arrangements, contact [tuition@dcyop.org](mailto:tuition@dcyop.org).