



**Beginning with our 2017/2018 Dance Season  
we will require Auto-Pay or ACH Payments  
Effective September 1, 2017**



**AUTO-PAY: All families are required to keep a credit card on file.**

**Cards will be charged for balances due on account on the 1<sup>st</sup> of each month. You have the option to make your payment before the 1<sup>st</sup> of the month before auto-pay is run. If your credit card is declined they will be processed again in 3 business days.**

**How Can I Make My Payment before my credit card is processed for Auto-Pay:**

- **Payments can be made by cash, check or credit card before the 1<sup>st</sup> of the month:** If you choose not to have a payment processed through Auto-Pay; payment must be made before the 1<sup>st</sup> of each month at the studio, by mail or on your Portal Account on Studio Director. Log in to your "My Account" Portal on Studio Director to make a payment with an e-Check, which will take a payment directly from your bank account, or from your Visa, Master-Card or Discover,
- On the 1<sup>st</sup> of each month each account with an outstanding balance will be charged to their credit card on file.

**WHY ACH?**

- It's convenient! Automation saves everyone time!
- It's dependable! Your payment is punctual (even if you're out of town), eliminating potential late charges.
- It's more secure! ACH is federally regulated. ACH accounts are rarely compromised.
- **It SAVES YOU \$\$\$!** ACH provides administrative efficiency to keep your overall fees as low as possible.

**LATE FEES:**

A late fee of 10% of your total outstanding balance will be applied after the 10<sup>th</sup> of each month for any account that has an outstanding balance.

**HOW TO LOG IN TO YOUR ONLINE PORTAL:**

Payments can be made online via your online portal. In order to access your account, visit the homepage at [www.thenextstep-dance.com](http://www.thenextstep-dance.com). Then, click the Parent's Page Tab and scroll down to "Current Parent Login". Click the link and a new screen will open with a login page. In your portal you will be able to access your account and update or pay by credit card and online checking.

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Your monthly billing statement will indicate your "Statement Balance" prior to the date on which we will debit your account. If your due date falls on a Sunday, legal holiday or other day that we are not open for business, your payment will be processed on the next available business day. However, the payment will be applied to your account as if it had been processed and posted on the due date.

If funds are not fully available at any time for our automatic payment program, or your account is otherwise not in good standing, we reserve the right to discontinue your enrollment in dance classes.

You must notify us if (a) any information changes regarding your bank account, or (b) if you wish to change the account or financial institution from which your payment is debited, or (c) if you wish to stop a payment or discontinue your participation in the program. You may cancel or edit any payment by following the links found on the Portal page. You understand and agree that once we have begun processing a payment it cannot be canceled or edited by us.

**Note:** We will debit your account each month even if you made other payments between the statement issuance date and AutoPay Payment Date. No debit will be made if you have a zero balance "Account Balance" when the Auto-Pay Payment begins processing.