



Class and Payment Policies

2024-2025 Season

1. **Policies:** All policies in the handbook must be agreed to and signed in order for your child's enrollment to be complete. Please make sure that you have read and understand all the terms and conditions.
2. **Semester:** Each semester runs for 12 weeks. Scheduled closures and holidays have been accounted for and you are not paying for when classes are not in session. Please reference the attached calendar.
3. **Voice Lessons:** If a student is unable to attend a weekly voice lesson, it must be communicated 24 hours in advance. If a lesson is not canceled 24 hours in advance, you will be charged the full amount of the lesson.
4. **Drop-off/pick-up:** Parents/Guardians should plan to drop-off and pick-up their children on time. Everyone will enter and exit through the State Theatre's Stage Door, located behind the theatre on Peter Street. Parents should plan to come in to collect their children at the end of classes. No students are permitted to wait outside.
5. **Waiting Areas:** Classes are closed and family members are not permitted to view them. Parents/Guardians are more than welcome to sit in our waiting area during the class session to wait for their children.
6. **Registration Fee:** A \$15 nonrefundable registration fee is due at the time of registration.
7. **Payment Policy:** We accept the following forms of payment: Cash, Check (Made out to Main Street Theatre Company), Visa, MasterCard, Discover. You have two ways to pay:
 1. Pay in full by cash, check, credit, or debit card.
 2. Monthly payments by cash, check, credit, or debit card.

Tuition fees can be set up to be paid through Self Pay, meaning you are responsible for going into the Parent Portal to pay or sending in the payment each month, or Autopay, meaning your card on file will automatically be charged monthly, yearly, or semesterly depending on your preferred preference.

Self Pay: Even though payment information has been entered during registration, families are still responsible for going into the Parent Portal each month to make a payment or to send a payment in to pay in-person.

Auto Pay: Auto payments will be run on the first of each month for those choosing to have monthly payments automatically made with saved payment information. Yearly or semesterly auto payments will be run on the first of the month following registration.

Credit Card Fees: In an effort to cover the costs of credit card processing fees, we will charge **2.89%** to every transaction paid with a Visa, Mastercard, or Discover credit card. **This does not apply to debit cards or other forms of payment.**

8. **Returned Checks/Declined Card:** Returned checks will result in a \$30 fee. Declined credit cards not updated in our system in 3 business days will be assessed a \$25 fee for each week outstanding.
9. **Refunds:** No course fees can be refunded after the second week of classes, even if you choose to withdraw your child from a class. Those on a monthly payment plan who withdraw after the second full week of classes will be responsible for fulfilling full tuition.
10. All billing matters and inquiries should be addressed to **info@mstcuniontown.org**.
11. **Recital/End of Year Performance:** Members of the MSTC Youth Company are required to participate in the Annual Revue at the end of the season. There is no performance for all other classes. Teachers may choose to invite families to the final class of each semester to view class material.
12. **Rights and Reservations:** MSTC reserves the right to change or alter class dates and times based on scheduling needs. Cancellation and/or consolidation of classes may occur due to low enrollment. Clients will be given the opportunity to select another class, or receive a refund, should their preferred class become unavailable. We also reserve the right to place students in age and/or level appropriate classes at our discretion, based on the individual student's needs and progress.
13. **Weather Related Closings:** Please check our website and social media pages for possible cancellations due to inclement weather or any other emergencies. Because so many of our students come from different municipalities, MSTC will make its own determination of closings independent of any school districts. Make up sessions will be scheduled at the discretion of the teacher depending on space availability.
14. **Release of Liability:** MSTC, its agents, faculty, employees, owners and operators will be held harmless from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, injury or illness, including death, that may be sustained by the student and/or guardian, while in or upon the premises or any premises under the control and supervision of MSTC, its owners and operators or in route to or from any of said premises.

In addition, the parent/guardian shall assume full responsibility for any and all medical expenses their child may incur as a result of any injury he/she may sustain.