

## Just For Kix Payment Policy

Below is an outline of our company's payment policy. Please take a moment to read this thoroughly and let me know if you have any questions.

1. If you are paying your tuition monthly, payments are due to the home office by the 1st of each month. **Class fees must be paid prior to the first day of class for that month in order for dancers to participate at class.** You may sign up for Autopay when logged in to your account at [classes.justforkix.com](http://classes.justforkix.com) to make this easier! Any payments that are received at our Home Office after the 10th of the month will be assessed a \$10.00 late fee per month.
2. When registering for our classes, you are committing to paying for 8 months of classes by the 1<sup>st</sup> of each month. Monthly tuition payments will be required regardless of your dancer's attendance at classes, unless we have been notified that she is discontinuing with the program.
3. Please make monthly tuition payments online via credit card at [www.justforkix.com/danceclasses](http://www.justforkix.com/danceclasses). This is really the fastest, most effective way to make payments, as the payment is shown as received in your account almost immediately. You may also sign up for Autopay here. If you do not have internet access, you may also call your payment in to the home office at 218-829-7107 (open M-F, 8am-4:30pm) or mail your payments to the home office at: Just For Kix, P.O. Box 724, Brainerd, MN, 56401. Please note: Any NSF or "stopped payment" checks made payable to JFK will be charged a \$20.00 service fee per check.
4. We do not accept payments, in any form, at class. Please make your payment in one of the ways listed above. We want to spend our class time focusing on our dancers, and we are best able to do that if we are not taking time to handle money at class.
5. I do hand out friendly payment reminders to dancers at class each week to anyone whose account is not current. **If a dancer's account is not current and she comes to class she will need to sit out.** This is a home office policy. Friendly Payment Reminders are intended as a communication tool to make sure that everyone is aware of their account status.
6. Unfortunately, dancers that are 2 months behind in tuition will be asked to drop from classes until the account is paid in full. If this happens, you will receive a payment reminder, email, and phone call notifying you of your account status and reminding you of this policy.
7. It is JFK policy that dancers' accounts must be paid in full in order for dancers to participate in performances. We will not accept payments at performances. Please make sure that your dancer's account is up to date before all performances.
8. April's payment (your final payment of the year) must be received no later than the 10<sup>th</sup> of the month in order for your dancer to participate in the Spring Show. If payment is not received, your dancer will be asked to sit out. Again, if this happens, you will receive a payment reminder, email, and phone call notifying you of your account status and reminding you of this policy.

Thank you so much for sharing your dancer with us this season – we are so excited to have you become a part of the Just For Kix family! Please let me know if you have any questions!

With Kix,  
Jess Karsch-Strassburg  
Just For Kix Director