

Tuition and Fees: Tuition is charged in nine equal payments regardless of the number of classes in the month starting in August. The August payment is a combination payment for August and May with April the last monthly payment for the year. Whether we have a short month (3 weeks) or long month (5 weeks), tuition remains the same. Payments do not vary due to holidays or the number of weeks in a month. Tuition and fees are non-refundable and there are no cash refunds on accounts carrying credits. You may pay in advance for tuition or fees. All accounts need to be paid in full by April 17th. For families, tuition is calculated for each student individually, totals added together, and a \$10 discount given for each additional student. **A late fee of \$25 for the first month and \$50 for the second month will be charged after the 10th of the month until balance is paid. Starting July 2016, COPA will start to enforce this late notice penalty. If you cannot get to COPA/CDEA to make your payment, the following payment options are available:**

1. Call 336-228-1553 to make a phone payment. If you receive the answering machine message, please leave your name and number and your call will be returned.
2. Payments can be mailed to 133D Auto Park Dr, Graham, NC 27253. Please be sure payments are mailed in time to be received at COPA by the 10th of the month. We do not go by postmark dates.

The dance manager system utilized will automatically generate late fees and late fees are non-negotiable. Students will be dropped from class if account is delinquent for 60 or more days and the account will be turned over to a collection agency. Parents are responsible for any and all collection costs. Clients cannot participate in privates if account balances are not up to date. If your account is not up to date, you will not be allowed to purchase merchandise or receive costumes, etc until compliant with account balance. A student's absence from class does not wave this late fee. A returned check fee of \$25.00 will be charged to accounts for each check returned to the Centre.

Credit card information: We do require that a credit card or debit card be on file at COPA. If payments are not made by the 10th of the month and you are still enrolled in a class, the card on file will be charged the amount owed. You may also elect to automatically draft your credit or debit card each month for the amount of the tuition payment. Credit and Debit card information is retained in a secure software package and is not visible to COPA teachers, and front desk staff. Please write your debit card and credit card info on the registration form for us to keep in a secure location locked in the COPA office. If payment continues to be an issue, COPA secures the right to give information to a collection agency.

Tuition Schedule:

class length	cost \$	class length	cost \$	class length	cost \$
30min	44	3.45 hrs	138	7 hrs	233
45min	48	4 hrs	148	7.15 hrs	243
1 hr	58	4.15 hrs	153	7.30 hrs	250
1.15 hrs	65	4.30 hrs	158	7.45 hrs	255
1.30 hrs	75	4.45 hrs	165	8 hrs	260
1.45 hrs	83	5 hrs	173	8.15 hrs	265
2 hrs	88	5.15 hrs	180	8.30 hrs	270
2.15 hrs	93	5.30 hrs	188	8.45 hrs	275
2.30 hrs	100	5.45 hrs	195	9 hrs	280
2.45 hrs	105	6 hrs	203	9.15 hrs	285
3 hrs	113	6.15 hrs	210	9.30 hrs	290
3.15 hrs	123	6.30 hrs	218	9.45 hrs	295
3.30 hrs	130	6.45 hrs	225	10 hrs	300

Registration fee: A non refundable \$35 fee for all students not enrolled at the Centre the fall of the previous year and \$15 for returning students. Returning students will have a fee of \$25 if not registered by July 26th for fall classes.

Costume Deposit: \$45 due by November 4th.

Student Conduct & Behavior: At COPA we are committed to maximizing the potential of success for each of our students. It is our responsibility to provide a positive learning environment for our students. Therefore, it is imperative that our students comply with all the rules and regulations of COPA. COPA students must report all problems to the office staff/owners. Students must refrain from any behavior that interferes with the physical and emotional well being of themselves and others. Students must also refrain from any behavior that distracts or disrupts the instructional process.

Behavior To Owners/Staff/Volunteers: Students and parents shall comply with the instructions of all COPA personnel at all times while on COPA premises or while attending or participating in any COPA activity. No student/parent shall strike, push, shove or verbally abuse COPA personnel. Verbal abuse is any verbal action that prevents an orderly and peaceful environment. Profanity and remarks that are intended to demean a person's religion, sex, national origin or handicapping condition are also prohibited.

Consequences: Consequences for inappropriate behavior for students/parents may range from a conference, suspension (short or long term) from COPA premises and all COPA events (sponsored or participating in), removal from classes or any other appropriate disciplinary measure.

Drop-Off/Pick-Up/Safety: Please do not park in the fire zone in front of the studio! Young students should be instructed by parents to wait inside the studio until the person providing their transportation enters the studio. Older students should wait until they can safely proceed to the vehicle after it has come to a complete stop near the door. Please do not leave students at the studio for lengthy time periods - more than 10 minutes before class or 5 minutes after class. If an emergency prevents prompt pick up of your child, please call to advise the student and studio personnel of the situation.

Lobby: Your consideration of others is appreciated when waiting in the lobby area. A receptionist will be at the studio the majority of time that classes are held and will accept payments, take phone messages and supervise the area.

Study/Snack Area: A snack area is available for students with extended dance hours & breaks between classes. Students using this area are expected to be considerate of others by keeping the area clean.. No food or drink is allowed in the dance rooms.



Classes at the Centre

- Ballet • Pointe • Clogging • Acrobatics • Lyrical Tap • Dance With Me • Creative Movement • Jazz Cheer • Hip Hop • Private Instruction
- Ballet Workshop Performance Group
- Centre Dynamic Elite Allstars Cheer Teams
- Centre Stars Competitive Dance Teams

Staff

- | | | |
|----------------|------------------|-------------------|
| Cherie Bower | Lindsay Keiper | Kristy Murray |
| Kelly Chappell | Millicent Linens | Sara Newman |
| Jaleel Cheek | Cara Marlow | Sarah Salmons |
| Sarah Drier | Brittany Mayak | Eleni Vetsopoulos |
| Julie Irby | Hailey Morazes | |

Owners

- Joanna Warren, Meredith Thornton, Michelle Sharpe
- Business Manager: Jo Brantley



CDEA Cheer Teams practice at our 2nd location
 2389 Eric Lane, Burlington (Beside of Burlington Coat Factory)
 Main Location - 133D Auto Park Drive, Graham
www.copa-dance.com | copa-dance@hotmail.com
336.228.1553