

COPA'S LATE FEE POLICY  
Effective July 2016

A late fee of \$25 for the first month and \$50 for the second month will be charged after the 10<sup>th</sup> 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 called 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 10<sup>th</sup> 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.

