

Enclosed please find information regarding the registration process for the 2009/2010 season at Mid-Atlantic Ballet (MAB). As implemented last season, MAB will be offering a full-year program (September 8, 2009 – June 12, 2010) with two payment plans as summarized below:

- 1. Payment in Full:** Families selecting this payment plan must remit payment to MAB in the form of a check or cash; this payment will be due when your registration form is submitted. *MAB does not accept credit cards for payment of tuition fees in full.*
- 2. Ten-Month Payment Plan:** MAB is again partnering with FACTS Management Company, a third-party vendor that specializes in tuition management, to facilitate monthly tuition payments that will be processed as a direct debit to your checking or savings account. FACTS Management Company also offers a credit card payment option.

The following enclosed forms should be completed and submitted to Katie Bloom **no later than August 10, 2009:**

- ◆ Registration/Waiver Release Form (blue paper) with \$25 annual enrollment fee payable to MAB for each child
- ◆ Schedule and Cost of Classes (pink paper)
- ◆ FACTS Management Automatic Tuition Payment Agreement Form (if you select the ten-month direct-debit payment plan). If you elect to have your monthly payments debited directly from your checking or savings account, a one-time processing fee of \$41.00 will be automatically deducted from that account approximately two weeks after your form has been processed by FACTS Management Company. If you are a returning FACTS Management customer, a form that includes previous year's information is enclosed. You need only complete Section 4 unless your address or banking information has changed.
- ◆ FACTS Management Credit Card Payment Option Information Form (if you select the ten-month or in-full credit-card payment plans). In lieu of the \$41.00 processing fee, a convenience fee of approximately 3.5% will be automatically charged to the card you designate.

Please note the following important information if you will be using FACTS Management Company to process your monthly tuition payments as a direct debit to your checking or savings account:

- ◆ MAB's ID# is 8F450 (Upper right hand corner of form)
- ◆ The Student Identifier is your last name and your child's first name. If you have multiple children, please list all first names.
- ◆ Total Balance Due will represent the total tuition associated with the number of hours of class instruction less any sibling discounts.
- ◆ First Month of Payment – September 2009 (09/09); please select a payment date of the 5th or 20th of the month.
- ◆ Number of Months of Payments – 10 for full-year tuition beginning in September with the final month of payment in June
- ◆ Monthly Payment – Total Balance Due divided by 10

Again, please note on the back of this letter is a sample of how to complete the enclosed FACTS management contract. Also, two pamphlets from FACTS Management are included for further information on the different payment options. If you have any questions regarding the registration process or the completion of any of the enclosed forms, please do not hesitate to call the studio at 266-6362.