

Mid-Atlantic Ballet 2011-2012 Registration Instructions

Here is some important information regarding the registration process for the 2011-2012 season at Mid-Atlantic Ballet (MAB). Our full-year program will run from September 6, 2011 through June 9, 2012 and we will again be only offering two payment plans for the 2010/2011 program 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 will no longer be accepting 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. If you are Interested in using the FACTS Management Company, please contact the studio to have a FACTS Agreement Form sent to you.

The following forms should be completed and submitted to Katie Bloom **no later than August 12, 2011:**

- Registration/Waiver Release Form with \$50 annual enrollment fee payable to MAB for each child
- Schedule and Cost of Classes
- 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.
- 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 0F450 (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 2011 (11/12); 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

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 302-266-6362.