

In response to many questions from families regarding payment process changes for 2017-2018 classes, we would like to clarify that Steps of Grace has not raised tuition this year!

- One of the changes reflected in the final dollar amount that you see is a credit card processing fee that is built in to the tuition (instead of seeing a line item added to your final price as we have in the past).
- Additionally, for Levels 7-9 the Modern class is now considered part of your curriculum. There is no separate registration or fee for that class... ballet and modern are now bundled together for these levels.
- As always, the Fall semester has less weeks due to holidays, and the spring semester has additional weeks of classes. All costs for lower levels have been factored in to provide two even payments for the year. All upper level classes (Levels 5-9) show a higher tuition for Spring semester due to these extra weeks of classes.

In an effort to streamline support systems, Elmbrook Church has moved all of its ministries to a new registration system this year called Regfox. As with any change, new processes can be expected. A review of these changes can be found below.

The Regfox system operates on a two-payment system... a deposit due upon registration payable by credit card, and then payment of the balance due will be an automatic credit card charge on a predetermined date. You will want to keep these dates in mind so you can plan ahead accordingly. Elmbrook Church will not be able to accept installment payments other than what is outlined below.

ANNUAL REGISTRATION:

Many of our families will be moved to a one-time annual registration, meaning you will be registering for classes from September through May of the following year like a school year with 2 payments. This means there is NO need to reregister in December for the following levels:

- **Tiny Tots, Primary, Level 1 through Level 4, Worship Dance, Adult & Teen Ballet, & Hip Hop**
- The first deposit payment (1/2 of your annual tuition) will be due upon registration.
- The second payment (the balance of your annual tuition) will be January 12th, 2018. This payment will be an automatic credit card payment using the same information you paid your deposit with.

SEMESTER REGISTRATION:

In an effort to help manage costs for our students in higher levels who have a larger tuition, **Levels 5 through Level 9, as well as Mommy & Me, will still register on a semester basis**, allowing for 4 payments annually.

- The first deposit payment (1/2 of Fall semester tuition) will be due upon registration.

- The second payment for the fall semester will be September 22nd (automatic credit card charge).
- Registration for Spring semester will open October 30th and close November 10th. The first deposit payment for second semester is due upon registration (1/2 of Spring semester tuition).
- The final payment for Spring semester will be due on February 23rd (automatic credit card charge).

We sincerely hope these changes are of benefit to you as a family. Please contact us with any questions!