

January 4, 2012

Dear Parents,

I need to address what is always a sensitive matter but due to the delinquency of payments I just really need to address this situation. I know, believe me I know, things are tough right now with the economy like it is and we all are struggling to make ends meet!!! *I “greatly” appreciate your business and support.* I have always tried to be accommodating but please remember, I to have my bills and expenses that have to be met each month and they, of course, revolve around the monthly tuition taken in by the studio. As stated in your registration packet:

- **Tuition is due and payable to Dance South on the first class of each month and is considered late after the 10th of the month.**
- **A \$20.00 late fee will be charged for payments received after the 10th of each month.**
- **If the late payment is “not included in your payment” and I have to mail out a statement, email you, call or text you an additional \$5.00 will be added to your late fee.**

I have been extremely lenient in enforcing this by touching base with clients and sending statements, which of course is an additional expense. If you are late with your phone bill, power bill, mortgage etc... you incur a late fee. I don't like it any more than you do but that's the policy. So, if you are late, please **“include”** your **\$20.00 late fee** with your payment.

Please don't put a payment in the box with a date on it “prior” to the 10th but you didn't pay it until after the 10th!!!! The tuition box is cleaned out on the 10th, so if there is any payment placed in there after the 10th “IT IS LATE”!!! I HAVE HAD PEOPLE DO THIS FOR YEARS KNOWING THAT IT IS LATE AND DON'T INCLUDE THE LATE FEE!!!

For those of you who have been on time with your payments, thank you, and keep up the good work☺ Thank you for your understanding and cooperation in this matter. As always my door is open for any questions or concerns.

Thanks, Mrs. Kathleen

*****Remember I am not here on Thursday or Friday's so if you need to leave a payment on a Thursday or Friday before the 10th you may leave it under the door (slide under the center of the door) or in the mailbox.**

DO NOT LEAVE CASH IN THE MAILBOX!!!