

ULTIMATE CHEER LUBBOCK POLICIES AND PROCEDURES

Registration Fees: _____ (initial)

An individual registration fee of \$35 per year or family registration fee of \$60 per year will be charged for all athletes. Yearly registration fees are non-credible and non-refundable.

Monthly Tuition Fees: _____ (initial)

The tuition fee is due on the 1st of each month. If an athlete comes one time or four times a month, the monthly tuition fee remains the same and must be paid in full.

Tuition is non-refundable. Tuition is posted by the 25th of each month and a statement will be sent to your email on file. Payment is due on the 1st. Tuition is considered late on the 5th and a \$10 late fee will be applied. If tuition remains unpaid, student will not be able to participate in class until account is current. Monthly tuition is based annual enrollment. Meaning some months will have more classes than others. Monthly tuition is not prorated for holiday closures or any other reason.

If my payment is returned, there will be a \$30 fee added on to my account unless I provide Ultimate Cheer Lubbock with a new card and payment.

AUTOPAY/ePayment Schedules: _____ (initial)

If my payment is declined, I must login and update my payment type and make payment prior to the 5th to avoid the \$10 late fee. Ultimate Cheer Lubbock allows for three types of Payment Schedules that I can chose from. In all cases, Ultimate Cheer Lubbock posts tuition and sends me a statement on the 25th of each month for my review. Payment is always due by the 1st of each month following the statement.

Three Payment Options:

1. FIRST OF THE MONTH AUTO BILL.

- Ultimate Cheer Lubbock runs my bank account or credit card on file on the 1st of each month.
- I understand that if I use a credit/debit card I will be charged a 3% fee per transaction. Putting a bank account on file will not have an additional fee per transaction.

2. ACCOUNT/CARD ON FILE, MANUAL PAY.

- I have a bank account or credit card on file, but I can log in any time *before the 1st* and use any method of payment, or I may pay in person. Ultimate Cheer Lubbock runs my card on file on the 1st for any remaining balance.
- I agree to provide Ultimate Cheer Lubbock 5 business days' notice of any changes with my card on file.
- I represent that the credit card I supply is true and correct and that charges incurred will be honored by my credit card company. I understand that if I use a credit/debit card I will be charged a 3% fee per transaction.

3. NO ACCOUNT/CARD ON FILE

- I can pay in person or online and will not have a card on file.
- This option costs me \$10 per month and will be added to my tuition bill.
- Payment is still due by the 1st to avoid additional late fees.

Makeup Policy: _____ (initial)

Attending your scheduled class is important and will give your athlete the best results. However we know that from time to time you will not be able to attend your scheduled class. We offer 1 optional makeup classes per month. Make up classes do not roll over from month to month. If you wish to schedule additional makeup lessons, they will cost \$10 each.

(turn over)

Drop Procedure: _____ (initial)

We require a 2-week notice to drop an athlete from their classes. You must provide notification by filling out a Drop Form on our website (www.ultimatecheerlubbock.com/forms). Your 2-week notice starts from the day the Drop Form is received. Only notices submitted online via Drop Form will be accepted. You will receive a confirmation email after submitting the form.

You MUST let us know by the 15th of the month if you would like to drop a class through drop form ONLY in order to not be charged for the following month. Please note: You are responsible for payment for your student's classes whether or not your student attends class as you are taking up a spot in the class and must give a minimum of 14 days' notice.

Tiny Tumble Classes: _____ (initial)

All Tiny Tumble participants MUST BE POTTY TRAINED! They must have the ability to tell the Coach they need to use the restroom. If your student does not know how to potty on their own, a parent or guardian must remain for the duration of the class to help should they need it. Our staff is NOT ALLOWED to assist them in the restroom.

What to Wear: _____ (initial)

Hair should be pulled neatly and securely away from the face so that it stays up for the entire workout. Bows or other large hair ornaments may cause discomfort during activity. Jewelry should not be worn during classes. PLEASE LEAVE JEWELRY ARTICLES AT HOME. This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

Arrival and Pickup: _____ (initial)

Be sure your student arrives 5 minutes before (no more than 15 minutes early please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. If no notice is given, a late pick up fee will be assessed after 10 minutes. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car. Children must be picked up NO LATER than 10 minutes after class. Please call the front desk if there is an emergency or reason where a child will not be picked up on time. You will be charged a fee of \$10 after the first 10 minutes and \$1 per minute after that.

Photo/Video Release: _____ (initial)

I hereby grant permission to Ultimate to use or publicly display my child's photograph, video image, or audio clip on Ultimate's Website(s), individual company Web pages, or in other official Ultimate publications without further notice. I acknowledge Ultimate's right to crop, edit, or treat the photograph, video, or audio clip at its discretion. I also understand that once my athlete's photograph, video image, or audio clip is published on a Website, it can be downloaded by any computer user, on or off site. Therefore, I agree to indemnify, defend and hold harmless the members of Ultimate, its officers, employees, agents, successors and assignees from and against any and all claims and liabilities resulting from this publishing.

Parent/Guardian Signature: _____ Date: _____