



POLICIES & PROCEDURES

ANNUAL MEMBERSHIP FEE

Each family is required to pay a \$45 membership fee annually. This is due the first time you sign up for a class & will be assessed on your anniversary date each year.

FINANCIAL RESPONSIBILITIES

Tuition is charged on the 1st of each month & is based on flat monthly rates. Your statement will be emailed to you on the 1st of each month & payment is due by the 6th. All customers will be automatically enrolled into the next monthly session & charged the monthly fee unless you:

1. Notify our business office by the last day of the preceding month. Notification must be given to our business office by calling 330.633.3160 or stopping by the front desk.

*Failure to pay by the third class of the month will result in removal from the class.

*Returned checks result in a \$30 fee.

AUTOMATIC BILLING

All customers are required to have a credit card or debit card on file with WEK for automatic, recurring monthly payments on the 6th of every month. If you choose to pay by cash/check, it must be received and posted by our business office by the 5th of the month.

LATE FEES

If payment has not been made by the 6th of the month a \$10 late fee will be applied to your account on the 7th.

FAMILY DISCOUNTS

A 15% discount will automatically be applied to the bill for families with multiple students enrolled or for students who are enrolled in multiple class.

CLASS MAKE UP POLICY

Active students who are currently enrolled and miss a class due to illness, emergency, or snow-day may MAKE UP (1) CLASS within a 30 day period in any class of the same level that has openings.

*There will be no make ups for months with 5 weeks.