



Company Policies

METHODS OF PAYMENT- ATX accepts cash, checks, money orders, and all major credit cards.

CREDIT CARD ON FILE REQUIREMENT- All customers are required to keep a current credit card on file with ATX, and must complete a credit card authorization form. If the credit card on file expires or the customer wishes to place a different credit card on file, it is the customer's responsibility to do so before the 4th day of the month.

PAYMENT POLICY- All charges at ATX are billed on or about the 25th day of each month prior and become due immediately on the 1st of each month. Customers have until the 3rd day of each month to pay the balance due on their account via cash, check, etc. All amounts remaining due on the 4th day of the month will be charged to the credit card on file for the account. Any accounts with a balance due after the 4th day of the month will automatically be charged a \$25.00 late fee, and the student(s) associated with the account may be withheld from participating in activities at ATX. This includes accounts in which the credit card transaction on their account is declined for any reason. Any check/money order returned unpaid for any reason will incur a \$25.00 return fee and a \$25.00 late fee. If more than 1 check/money order is returned from the same customer within a 6 month period we will no longer accept checks/money orders from that customer as a form of payment.

ANNUAL REGISTRATION FEE- All customers must pay a \$50.00 annual registration fee to participate in any activities at ATX. This annual registration fee will be automatically billed to the customer's account in the same month the next year if they are currently enrolled in any activities at ATX at that time.

DROP POLICY- All customers must submit an Activity Drop Form on or before the 3rd day of the month. This notice should be given to the ATX front office. If this notice is not received by the 3rd day of the month, the account will be charged tuition for that month. The customer is still responsible for payment of any unpaid balances remaining on the account.

REFUND POLICY- ATX does not refund tuition for any reason.

CLASS MAKE-UP POLICY- ATX does not offer "Make-Up" classes unless ATX cancels a class due to unforeseen circumstances. In the case of a cancelled

class, ATX will offer a “Make-Up” class on a Saturday within 4 weeks of the class cancellation. In the event ATX is not able to schedule the “Make-Up” class within 4 weeks, ATX will credit 25% of the monthly class tuition amount back to the customer’s account. Note: This does not pertain to All-Star teams.

INSTRUCTORS- ATX offers classes taught by well qualified instructors. In certain cases your instructor may be unavailable to teach your class on any given day. If so, another qualified instructor will teach the class, or the class may be combined with another class teaching the same skills provided combining the classes does not exceed the maximum enrollment for the class.

WAIT LIST- Many classes at ATX will maintain a full enrollment. If you would like to enroll in a class that is currently full, please ask to be put on the Wait List for the class. When a spot opens in the class we will contact the first name on the Wait List for enrollment. We will try contacting every point of contact we have for you; however, if we are unable to contact you we will move to the next name on the Wait List. In the event we were unable to contact you we will keep you at the top of the Wait List for the next available opening. You must have a current registration form on file in order to be placed on the Wait List.

DROP-INS- Students with a current registration form on file may “Drop-In” on any class that is not currently full for \$20.00. Students will only be allowed to “Drop-In” classes that are of their specific level.

PRIVATE INSTRUCTION- ATX offers private instruction for those who are interested. Please contact your desired private lesson instructor directly for scheduling and pricing.

GYM ADMITTANCE- Only ATX staff, currently registered students and invited guests are allowed in the gym area at any time. Parents are not allowed in the gym except for special events. Students are only allowed in the gym during their normal class times.

PARENT OBSERVATION AREA- The parent observation area is reserved for parents/families wishing to observe their student in class. Please refrain from commenting about other students, and maintain control of your children in the parent viewing area so others can enjoy watching their students.

SOCIAL MEDIA/MARKETING- ATX has the right to use any photos or videos taken of their athletes for marketing and promotion purposes.

Signature: _____

Date: _____