



PAYMENT POLICY (REVISED)

Payment for all NBPA classes will be processed via electronic auto-debit only for the current 9-month semester (Sept-May). The payment will be processed on the **1st of each month**, until the end of the semester. Students who sign-up mid-month will pay a manual pro-rated rate then be placed on the monthly billing cycle. This is the only time a pro-rated fee will be allowed and/or processed. Students with past due balances may not be allowed in class.

Tuition is due every month regardless of attendance and/or holidays. Payments do not vary due to holidays or the number of weeks in a month. NBPA guarantees a minimum of 32 classes during the entire year.

After tuition has been processed for the month, **refunds are not available**. Parents of students wishing to drop a class (or classes) must send an email to Sherry Bettersworth (sherry@nbperformingarts.com) and provide a **full 30-day notice**. Failure to provide the full notice will result in full tuition charge for the following month.

Missed classes will not result in prorated tuition or refund. Make-up classes may be scheduled by email for those students who miss class due to illness/injury. Missed classes must be made up within 14 days.

All payments will cease at the end of the semester.

Tuition payments are not show fees. Show fees and costume fees vary per show and per role. Every effort will be made to keep the costs down; however, they are necessary to pay for venue, advertising, sets, costumes, props, etc. Upon accepting a role, please acknowledge that you will also be responsible for show & costume fees. Scholarships may be available; please see Sherry for details.

While full-time students do not pay show fees, established full-time status is required to have this benefit. For example, changing from part-time to full-time right before a show may still require show fees to be paid. Full-time students at the beginning of each semester are considered established.

Summer shows require show fees since tuition is not collected during summer months.

Thank you for your understanding and cooperation.



PRIVACY POLICY

New Braunfels Performing Arts is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Privacy Policy applies to the NBPA website and governs data collection and usage. By using the NBPA website, you consent to the data practices described in this statement.

NBPA will not trade or sell your email address to any other business or organization. If you do not wish to receive emails from us in the future, please contact us by sending an email to info@nbperformingarts.com and provide us with the following: Name, Address and Email Address.

A number of options are provided to you to help decide how you wish us to contact you for most purposes. We will endeavor to respect your wishes based on how you tell us we should contact you.

From time to time, we may use customer information for new unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will post the policy changes to our website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used you should check back at our website periodically.

Safeguarding

Credit card data in our database conforms to the PCI P2PE Standard requirements from the credit card industry. That means we do not store data from credit card transactions such as Track II or CVV2/CID (the 3 or 4 digits on the back of the card). If stored, credit card numbers are securely encrypted and we ask that you never send a complete number to us in emails. PCI compliance means that our database and key internal applications have been tested for security by independent 3rd party auditors and approved by the PCI council.

With respect to online security, when we transfer and receive certain types of sensitive information such as financial information, we redirect visitors to a secure server. We have appropriate security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from you at our website.

Retention

Data no longer required for our business purposes or legal requirements is destroyed.