

Ellensburg Dance Ensemble Studio Cancellation Policy

The Ellensburg Dance Ensemble (EDE) Studio requires that all students intending to withdraw from a dance program provide written notice via email to director@ellensburgdance.org. This official written notice is necessary to cancel enrollment and avoid future billing. Please review our policy below:

1. Notice of Withdrawal

Students must notify EDE of their intention to withdraw at least 20 days in advance of the upcoming month to avoid being charged for the next month's fees. If a cancellation request is received less than 20 days before the start of the next month, fees for that month will still apply, and no refund will be issued for any fees already paid.

2. Non-Refundable Fees

The registration fee and any processing fees are non-refundable and will be forfeited upon cancellation, regardless of the reason for withdrawal. Cancellations occurring in the middle of a month will not result in any refund for that month's fees.

3. Medical Withdrawal

For medical withdrawals due to injury or illness, students may request a credit of fees already paid, less registration and processing fees, to be applied to future classes. This credit will be valid through August 31st of the next calendar year. A signed doctor's note must be provided within 30 days of cancellation to qualify for a medical credit.

4. Program Cancellation by EDE

If EDE cancels a program, efforts will be made to reschedule. All payments will be applied to the rescheduled program. Students who opt out of rescheduled dates, or if rescheduling is not possible, may choose a credit or a refund, less registration and processing fees. Credits are valid through August 31st of the next calendar year.

5. Processing Fees

A 3.5% processing fee applies to all transactions.

6. Payment Methods

EDE uses ACH payments from bank accounts as the primary method for collecting payments. This system ensures timely processing of fees and avoids credit card processing costs. For more details or questions about setting up ACH payments, please contact EDE.

For further assistance regarding the cancellation policy, please contact EDE at director@ellensburgdance.org.