

### **What can I do online?**

1. Enter and edit your FAMILY information
2. Change or add email addresses
3. Change online registration password
4. Add STUDENTS and edit STUDENT information
5. View and search the class schedule
6. Enroll students in classes (to complete enrollment, you must accept our terms, which are clearly displayed during this process.)
7. View the classes currently enrolled in and see dates of any canceled classes, make-up classes, and scheduled drop-in classes
8. Drop from an enrolled class, but ONLY on the same day of enrollment
9. Drop wait-listed classes anytime
10. View current balance due
11. Enroll in a Payment Plan
12. Enter a Promotion code to receive a special discount
13. Enter and edit payment information
14. Make payments
15. Enroll in a recurring payment plan
16. View your charge and payment history
17. Receive email receipts anytime a payment is processed
18. Return anytime (with email/password) to do any of the above and manage family account

### **What can I NOT do online?**

1. Enroll in Pay per Class (PPC) courses, such as Ballroom. In these cases, you pay the instructor directly, and Class Act Dance does not take registration or enrollment for these. These classes are noted with the :D designation on the download-able schedule and PPC Pre-req designation on the online schedule. Using the online schedule, place your mouse over the course of interest and an informational pop-up box will appear with more course details
2. Delete family or student records (you must contact the business office to have your information deleted).
3. Drop enrolled classes if you did not enroll the same day (you must contact the business office to have classes dropped).
4. Drop from make-up or trial classes.
5. Change payment plans (you must contact the business office to have payment plans changed or removed).
6. Pay with a Check online

### **What if I forgot my password?**

Please use the "Forgot your password?" link to reset your password if your email address is on-file. If your email address is not in the system, then please contact the office at info@classactdance or call us at (805) 239-2668 to add it before you can use the "Forgot your password?" option to access your account.

### **What payment plans does Class Act Dance offer?**

1. You may choose to pay only the next charge, set up a monthly recurring automatic pay or pay a specific amount beyond the base charge.
2. NOTE: If you choose the automatic payment plan, recurring payments are posted monthly. You must call the office at (805) 239-2668 to change your plan - this is not available on line. If the student drops the class, the office must be notified with two weeks notice in writing.

**NO REFUNDS OR CREDITS WILL BE GIVEN FOR  
CLASSES DROPPED MID MONTH. NO EXCEPTIONS.**