

# APSD Online Payment and Auto Enroll

Families are able to pay for tuition online via the customer portal. Please read through the information and instructions carefully if you wish to learn about or make an online payment. Please note that all payments made online will be charged the credit card rate for services and products.

## APSD Online Portal-<https://app.thestudiodirector.com/annparsleyschoolofdance/portal.sd?page=Login>

There is now a login button on the homepage that will take you directly to the customer portal. It is in the top right hand corner of the main menu.

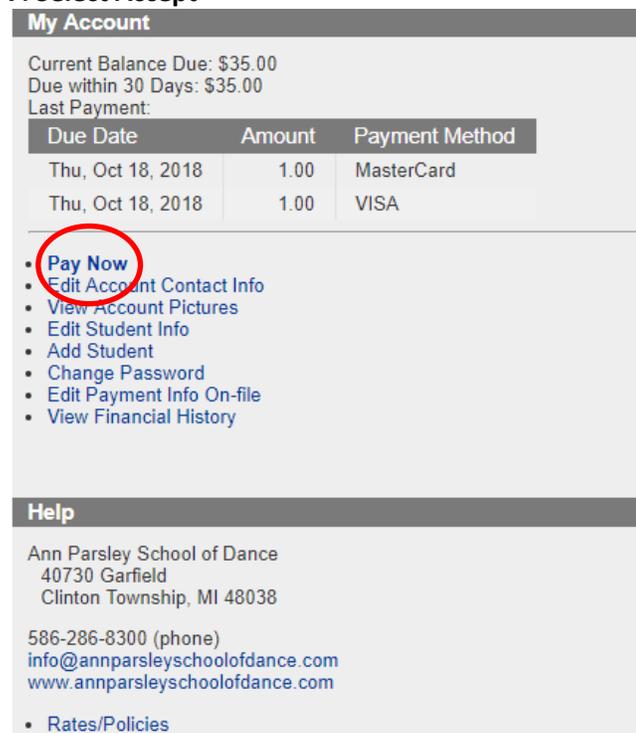


## Online Tuition Payment-One Time Payment

We are now accepting online payments via your customer portal. Existing customers can login to the online portal using the e-mail address that is indicated in their family information page. Under the My Account section, you will see the link that says Pay Now. Once you click on this link, you can enter the payment amount. You are only able to pay the full balance on the account. No partial payments will be able to be made through the online portal. You are able to view your balance as well as a detailed list of charges. All payments made online will be charged the credit card rate for services and products. The last credit card entered is the default card and the system keeps the card on file. The office is not able to see the card number. It is stored securely through World Pay. Customers will need to select a different card if the last card entered is not the one they wish to use. Additionally, you will not be able to pay for costumes online unless you have turned in the forms in person so that we know which classes your dancer will be performing in.

### To make a One Time Payment

1. Login to your account
2. Select Pay Now-Under My Account
3. Select Next
4. Enter payment info or select the card on file that you wish to use
5. Select Next
6. Select "I have read the above agreement and agree to all if its terms." Please read through these terms carefully.
7. Select Accept



**My Account**

Current Balance Due: \$35.00  
Due within 30 Days: \$35.00  
Last Payment:

Due Date	Amount	Payment Method
Thu, Oct 18, 2018	1.00	MasterCard
Thu, Oct 18, 2018	1.00	VISA

- **Pay Now**
- Edit Account Contact Info
- View Account Pictures
- Edit Student Info
- Add Student
- Change Password
- Edit Payment Info On-file
- View Financial History

**Help**

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[info@annparsleyschoolofdance.com](mailto:info@annparsleyschoolofdance.com)  
[www.annparsleyschoolofdance.com](http://www.annparsleyschoolofdance.com)

- Rates/Policies

## Auto Pay Feature

You can authorize regularly scheduled payments to be made. Your payments will be made automatically each session throughout the class season. Proof of payment will appear on your account. You will receive an e-mail notification any time a payment is processed. The authority you give to automatically charge your payment information on-file will remain in effect until you notify us in writing to terminate the authorization. If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes will be cancelled.

### To Enroll in AutoPay

1. Login to your account
2. Edit Payment Info On-file
3. Enter a new payment method
4. Select the box that says "Yes, sign me up for AutoPay"
5. Select Next
6. Enter Card information
7. Select the card you wish to enroll in Auto Pay
8. Select Save

### Acceptance of Auto Payment Feature

This is what customers will have to accept when using the auto pay feature:

*Upon pressing Accept, I understand that the payment amount listed directly above (if greater than \$0) will be processed immediately with the payment method/information shown above. I also authorize Ann Parsley School of Dance to initiate electronic payments for the balances due on my Ann Parsley School of Dance account each session. Any time a payment is processed, I'll receive an e-mail notification. The account balance display below shows the current payment schedules and amounts, but I understand that the payment amounts may vary as classes are added/dropped and as other charges/payments are applied to my account. I acknowledge that this authorization will remain in effect until I notify the office in writing that the authorization should be terminated. If for whatever reason, payments cannot be processed with the above payment information and my account balance remains overdue, I understand that my enrollment in classes will be cancelled. I have read the above agreement and agree to all of its terms.*

Payment Info	
Please enter your billing contact information below:	
Account Holder First Name	Jane
Account Holder Last Name	Smith
Billing Address	
Street	12345 Garfield Road
City	Clinton Twp
State	MI
ZIP	48038
Phone Number	1234567890
E-mail Address	email@yahoo.com

AutoPay / Recurring Payment Plan
<input checked="" type="checkbox"/> Yes, sign me up for AutoPay

**Next** Note: your card will not be charged

## **Online Registration and Payment-Beginning January of 2019 for Future Sessions**

Beginning in January of 2019, all registrations will be done online. All families are required to have a credit card in the system in order to enroll through the Customer Portal. There is a \$15 per student or \$25 per family registration fee for fall classes. There is not a credit card rate for the enrollment fee. This fee must be paid online via credit card at the time of registration. Registration is not complete until you complete the CHECKOUT process and reach the Thank You page. Students who do not pay the registration fee will be removed from the classes and their spot will not be held.

Please note that you will not be able to pay your tuition online until our office staff calculates your tuition. Once the office receives your registration, your tuition will be calculated. Check back in 24-48 hours to view and/or pay your current balance. We will verify that each student is registered in the correct class according to the report card given at the end of the previous year.

Each time a customer enrolls in a class or makes an online purchase, the class/item will be temporarily reserved. It is secured only when the customer enters valid payment information and completes the checkout successfully. Again, registration is not complete until a customer completes the CHECKOUT process and reaches the Thank You page. The class will be reserved until midnight and then the student/s will be dropped from all classes.

## **Past Due Accounts**

Once a customer has made an online payment or registered online, they have a credit card stored on file externally through our secure gateway provider. APSD has authorization to initiate payment once the account is past due. If a customer has been past due on their account and has made no effort to make payment, we will notify the family and then automatically charge the credit card on file on the first of the month. Account will be charged the credit card rate for tuition.