

Garden Dance, Inc.

### Garden's SUFS Scholarship Provider Policy

We are continually growing in our understanding of the Step Up for Students Scholarship service and aiming to utilize it rightly. The following points constitute our studio's standards; we will update you as needed.

1. Payments are due on the 1st of each month, with a grace period until the 15th, after which a \$15 late fee applies.
2. Late fees cannot be made using Step Up funds and must be paid via the parent portal or via Zelle to [zellegardendance@gmail.com](mailto:zellegardendance@gmail.com).
3. Payments may be made for classes via the SUFS EMA portal directly, or submitted for reimbursement.
4. Payments can be made in advance for future months, and the credit will be shown in Studio-Pro, up to an entire semester's tuition. Receipts will be sent monthly showing updated balance.
5. No refunds will be given after Step-Up payments are invoiced. Consider carefully before you transfer. Refunds are a complex and nuanced process within Step Up, so to remain in compliance as simply as possible, this is our solution. However, credits can be held in Studio-Pro if a class is dropped after payment is made.
6. If you make a transfer by mistake and alert the studio promptly before the studio invoices funds, you can request the funds be released back to your Step-Up account. We will do so if able.
7. If you make a transfer for a service we cannot provide, we will release the funds back to you and not invoice them.
8. Funds for one student cannot be applied to their siblings' account.
9. If you have run out of funds you are still responsible to pay your students' tuition on time. If you need assistance, you can contact us at [ruthievoris@gardendance.org](mailto:ruthievoris@gardendance.org).

These guidelines ensure that both Garden Dance as a provider and your student as a recipient remain in compliance and eligible for the program.

Using Direct Pay to Garden Dance infers your understanding and agreement of this policy.

Thank you for being a part of Garden Dance!

*Updated March 3, 2026*