NCAD Charter Policies *and Reminders*

- We are currently vendors with: Pacific Coast Academy, Mission Vista Academy, Cabrillo Point Academy, SoCal Scholars, Sage Oak, Elite Academic, Sky Mountain, and Julian Charter. We also accept funds from San Diego Regional Center. If we are not a vendor with your school, feel free to reach out! We are happy to consider other schools.

- **Procedure:** Request funds from your charter school. The school will send them to us and we will place that amount on your account as a credit. You will be added to our “charter class” and a $25 charter admin fee will be posted to your account (charged once a school year).

- Due to our contract with the schools, **dancers may not take classes without either a certificate or payment out of pocket**. New dancers must either pay out of pocket, or wait to enroll until we have your certificate or purchase order. Drops must be requested, in writing, before the first of the month. **Any fees incurred are ultimately the responsibility of the family if they do not have a certificate or purchase order to cover them.**

- Funds may be used for tuition only from August-June. The schools do not allow for funds to be used for summer tuition, performances, costumes, summer camps/intensives, etc.

- We recommend that you request funds from your school on the 15th of each month or sooner so we receive them before tuition is pulled on the 1st. For example: Request October funds on or before September 15th.

- If we do not receive your charter certificate by the 1st, your card will be charged. If that is the case, you may email to request a refund **after** we have recieved your certificate. We will refund you (minus a credit card processing fee) once we receive your certificate.

- Charter school families must adhere to all NCAD Policies: https://canva.link/tzlkl09v0rta9mu