

Authorization of Payment

By providing your payment information, you authorize Manifold Studios (JL Freelancing, LLC) to store your card information securely on file and automatically process charges in accordance with the schedules outlined below.

Customers are responsible for keeping current, valid credit card, debit card, or ACH transfer details on file through the Parent Portal. If a scheduled charge is declined, an updated payment method must be provided promptly to avoid service disruption or applicable late processing fees.

Monthly Tuition Billing

Tuition is automatically billed to the primary card on file on the **1st of each month**. To keep payments simple and easy, the cost of the entire session is divided equally over 9 months (school year) and 2 months (Summer), meaning your payment is the same each month whether there are 3, 4, or 5 classes during the month. Manifold also offers a great value in unlimited make up classes. A class missed for any reason can be made up by attending another class.

If payment is not received by the 10th, a \$25 late fee will be applied to the account. If the account remains delinquent for the duration of the month, the member who the account is for will not be able to participate in class until the account is settled in full. We understand things happen in life beyond your control, so if payment is an issue, please communicate with us in a timely manner so we can work with you, we will be more than happy to assist you in any way we can. If you are unable to complete the current session, you must use the parent portal to drop the class by the 25th of the month to cancel the remainder of your monthly payments. Please note a \$25 cancellation fee will be applied for all enrollments dropped 14 days before the first day of the upcoming session or during the current session.

Registration & Additional Fees

Registration fees, administrative fees, product fees, initial class sign-ups, and miscellaneous fees may be processed immediately at the time of registration or purchase. These fees may also be processed at 6:00AM central time on the morning following the date the fee is posted to the account ledger.

Discounts/Coupon Policy

The following discounts may be applied to your account.

-Military - a 5% military discount may be applied for immediate families of military personnel or veterans.

-Multiple Student OR Enrollment Discount - a 5% family discount may be applied to the enrollments of participants 2,3,4,5+ beginning from the lowest to highest balance.

Refund Policy

To formally withdraw from class you must drop the enrollment within the parent portal by the 25th of the current month. Any requests made after the 25th of the month will not be processed until the second billing cycle. Please note a \$25 cancellation fee will be applied for all enrollments dropped 14 days before the first day of the upcoming session or during the current session. Enrollments made after the 1st of the month will not receive pro-rated tuition rates. No refunds will be given outside of administrative mistakes.

Privacy Policy

We promise to respect your privacy. We do not sell, rent, loan or transfer any personal information regarding our customers or their students to any third parties. Any information you provide about yourself or your students is held with the utmost care and security and will not be used in ways to which you have not consented.

Information gathered on our website is collected and used by us and Jackrabbit. We will not collect any personal information about adults or students except when specifically and knowingly provided by them. If we collect any personally identifiable information about students, we will first obtain their parents' consent. Examples of personally identifiable information include full name and birth date.

Use of Information

Information collected by us is used internally by our authorized individuals for three main purposes. First, we may collect information for improving our site by seeing which areas, features, and products are most popular. Second, we may collect information in order to personalize the site for our customers. Third, we may collect personal information from visitors who request additional information about our studio or who choose to register for classes online.

We hope that you will want to provide information about yourself, because it will make your experience here more valuable to you. If you are comfortable sharing some basic information, you will receive enhanced services that are impossible to offer to anonymous users. Examples of such services may include email notices of special and discounted items, e-newsletters, and special mailings.

On occasion, we may also share non-personal, summary information regarding our customers with unrelated third parties (for example, we may publicly disclose the aggregate number of registered users of our web site). However, we will not share any personal information about any particular customer.

Security

Registering for class online is a completely safe experience!

We use SSL (Secure Sockets Layer)—the highest standard in online encryption technology—to ensure that your personal and credit card information remains secure. Keeping customer information private and secure is a top priority. Whenever you access a secure page on our site, the information you send is immediately encrypted for your protection. There are two simple ways to see if you are on a secure page:

- Look at the URL (website address) in your browser. If you are connected to a secure server, the URL will always begin with "https" rather than "http."
- Most browsers display an icon that indicates whether or not you have a secure connection. Look for the unbroken key or closed lock icons in the bottom left or right corner of your browsers.

Client Acknowledgement & Authorization

I authorize Manifold Studios (JL Freelancing, LLC) to automatically charge the card on file for recurring monthly tuition on the 1st of each month, as well as any posted account fees either at the time or posting or at 6:00AM the morning after posting. I confirm that I am an authorized user of this card and understand that this authorization remains in effect until written cancellation is provided per studio terms.