

The Studio Director Online Software

- To register for classes and make tuition and fee payments, BT-SLO students must open an account through **The Studio Director** online software. The link to The Studio Director software can be accessed through the BT-SLO website by clicking on “REGISTER for classes”.
- Registered students must sign up for the auto-pay system in The Studio Director. The Studio Director account will require a valid credit or debit card: Visa, MasterCard, or Discover.
- It is the responsibility of the Account Holder to ensure their credit card information is current and correct.
- Any changes to credit cards for Studio Director Accounts must be handled by the Account Holder.
- **CHANGES TO ACCOUNTS:** BT-SLO does not have access to credit card numbers (except for the last 4 digits) and cannot make changes to Account Holder’s Studio Director Account.
- **DENIED CREDIT CARD CHARGES:** If a credit card charge is denied, the Account Holder must remedy the problem within 48 hrs. Follow these two steps:
 1. **UPDATE** the credit card information on The Studio Director Account.
 2. **CHECK OUT** to complete the tuition payment process.
- **LATE FEE FOR DENIED CHARGES:** Failure to follow Steps 1 and 2 above for a denied charge by the 48-hour deadline will result in a **\$10 late fee** charged to the account.
- If the denied charge issue cannot be remedied within 48 hours for reasons beyond control of the Account Holder, then the Account Holder must contact BT-SLO to avoid the late fee charge.

Tuition & Fee Payments

- Class tuition payments along with production fee payments for performances are nonrefundable and nontransferable.
- Class tuition is charged on a monthly basis. Current rates are listed on the BT-SLO website.
- Monthly tuition payments must be through the Studio Director auto-pay system.
- **MONTHLY TUITION:** Credit cards on Studio Director Accounts are charged on the 3rd of each month. If the 3rd falls on a weekend day or holiday, then credit cards will be charged on the first business day following the weekend day or holiday.
- **REGISTRATION FEE:** Credit cards on Studio Director Accounts are charged a yearly fee, per family, in September of each year or when registering for classes after September.
- **PRODUCTION FEES:** Students performing in a production are charged through the Studio Director credit card auto pay system. Specific amounts and more details will be provided with each BT-SLO production.
- **FIRST CLASSES:** Payment for a first class with BT-SLO can be made either (1) Online through The Studio Director by signing up for a Trial Class and completing the CHECK OUT process for that class, or (2) In Person at BT-SLO (cash, check, or credit card).
- **DROP-IN CLASSES:** Payment for drop-in classes can be done at BT-SLO (cash, check, or credit card).
- **HOLIDAYS:** No tuition is charged for classes that fall on studio holidays.