



## Billing, Payment & Schedule Timeline

- OFFICIAL INVOICE will be emailed 1-3 business days after receipt of your Registration.  
NOTE: You must close your registration to receive your invoice
- To submit a P.O., please contact [billing@ascensiondance.com](mailto:billing@ascensiondance.com). Please indicate on Registration Notes if you need Separate Invoices
- IMPORTANT: PAY FROM OFFICIAL INVOICE sent from our Billing Department

### ENTRY VERIFICATION DUE - 4 WEEKS (MONDAY):

DEADLINE FOR REGISTRATION ENTRIES/CHANGES via your Registration Account Portal  
Submit Academic Excellence Application with Overall GPA (unweighted scale)  
Submit Facility Agreement – Dressing Rooms Assigned upon receipt  
Submit Prop Information Form for Host School Inspection  
Upload ALL Music to your Registration Account Portal  
Confirm All Director Names

### FINAL ADD/DROP DEADLINE - 3 WEEKS (TUESDAY):

ALL PAYMENTS MUST BE PAID IN FULL OR P.O. RECEIVED prior to Scheduling  
Payment Options:  
Debit, credit, or ACH to <https://melio.me/ascensiondance>  
Zelle to [billing@ascensiondance.com](mailto:billing@ascensiondance.com)  
Checks mailed and made payable to: Nordstrom Ascension Dance, LLC, PO Box 1692 Cypress, TX 77410  
Submit P.O.'s to: [billing@ascensiondance.com](mailto:billing@ascensiondance.com)  
Late Registrations past this time will be assessed a \$250 Administrative Fee  
REFUNDS OR CANCELLATIONS at this point are on a case-by-case basis

### PRELIMINARY SCHEDULE SENT - 2 WEEKS (TUESDAY):

Submit Schedule Change via email  
PAST DUE: Music, Facility Agreement and Academic Excellence Application must be received

### UPDATED PERFORMANCE SCHEDULE SENT - WEEK OF CONTEST DATE (TUESDAY):

Please Submit Schedule Change Form for any changes by 5PM Tuesday

### FINAL PERFORMANCE SCHEDULE POSTED - WEEK OF CONTEST DATE (THURSDAY)

## Refund & Cancellation Policy

- In the event of inclement weather or cancellation due to circumstances beyond our control, teams will be offered full credit toward future Ascension Dance Events for one calendar year or a 50% refund
- Routine Refunds OR Team Cancellations will not be issued following the Add/Drop Deadline for each Contest Location
- Cancellations following the Add/Drop Deadline may be granted on a case-by-case basis. Any credit offered must be applied at another contest location during the current season only