



Billing, Payment & Schedule Timeline

- OFFICIAL INVOICE will be emailed to you 1-3 business days after receipt of your Registration. For questions or to submit a P.O., please contact billing@ascensiondance.com. Please indicate on Registration Notes if you need Separate Invoices
- IMPORTANT: PAY FROM OFFICIAL INVOICE sent from our Billing Department and not invoice generated on your Registration Account Portal

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
Checks mailed and made payable to: Nordstrom Ascension Dance, LLC, PO Box 1692 Cypress, TX 77410
Submit P.O.'s to: 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 a 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

