



BILLING GUIDELINES

Below are instructions to create an account in our parent portal at www.cheerville.com. If you had an account with us previously, there is no need to create a new one but please make sure your payment information has been updated. Email Michelle Rogers at mrogers@cheerville.com if you have any issues with this process or have questions.

BILLING DEADLINES:

Upcoming monthly charges are posted to your account on the 25th of each month. Statements are then sent by email to give you the opportunity to review your charges before auto payments are ran on the 1st. You can log in to your parent portal at any time to update your payment information or view your charges.

If a payment is not made on time:

- A \$10 late fee will be applied to your account on the 10th of each month
- Athletes are asked to sit out of practice on the 15th of each month

We are always willing to work with you if something comes up and you need an extension on your payment. Be proactive and set up a payment arrangement in advance by emailing mrogers@cheerville.com. This will prevent your athlete from sitting out of practice for a past due balance.

Should you choose to cancel your enrollment, we require a 30-day notice. Any fees normally accrued during that time (ex. monthly tuition) will still be owed.

DISCOUNTS:

- If you are an All-Star athlete in our program, you will receive either free all-star tuition (does not apply to all-star fees) OR free school tuition – whichever is the lesser amount.
- If you have a sibling in our program, one tuition fee will be discounted 30% (lesser tuition amount will be discounted).
- If you want to add a tumble class, one tuition fee will be discounted 30% (lesser tuition amount will be discounted).

HOW TO SET UP AN ACCOUNT

- Go to www.cheerville.com and click on Parent Portal.
- Click "Create an Account" in the top right-hand corner.
- Type in your email address and follow the security instructions. Make sure you are "opted in" to receive email communication.
- Enter your family's contact information. After reading policies and waivers, click "Agree to all policies."

- Next, enter the student's name, birthdate, gender then click "Save Student."
- You will need to set up your auto pay information. To do this, click "Manage Payment Options" on the left side of the screen and select your form of payment to enter your credit card information. Submit/save your payment information and you're all set!

CheerVille will enroll your athlete onto your team's roster in our system. There is no need to do anything further unless you want to also sign up for a tumble or flyer class.

- To enroll in a class, click "Enroll in Classes" to select the class you are wanting to enroll in, then hit continue.

REGISTRATION FEE:

You will be billed a \$35 registration fee with your first month's statement and annually thereafter. If you have been an athlete in our program within the past 12 months, your registration fee will be billed in your anniversary month.

END OF SEASON (School Teams):

After your team ends their regular season, Cheerville offers a tumble hour in place of your normal practice time so that athletes may continue working on skills. If your athlete remains enrolled with the team, your athlete will continue attending their tumble hour. If you wish to drop your enrollment, we require a 30-day notice to drop prior to ending your season. It is the parent's responsibility to notify Cheerville with the drop request. Parents may do this by submitting a drop request through the parent portal or by emailing Michelle Rogers.

PARENT PORTAL APP:

We use iClassPro for registration and billing. They have a great app for your smartphone that makes all of the above very easy for you to set up and continue using. You can: set up and view your billing, sign up for a class, check skills, and more! Go to your app store and search for "iCP App".

Please don't hesitate to reach out to me if you have any questions!

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