

DANCE STUDIO PRO INSTRUCTIONS

Included in this Document:

1. Tuition Due Dates
2. How to pay tuition in DSP
3. How to install the DSP app

ESB STRONGLY encourages parents to download the app as it is a much easier way to stay up to date with important information

TUITION

Starting with the 2026/2027 Dance Season, ESB will be posting tuition to accounts for the full year. **PAYMENT DUE DATES HAVE NOT CHANGED.** This new system is intended to provide more visibility into your account. It will also allow families that prefer to pay the full year up front or make payments early, to do so on their own timing.

4 Payment Plan: Applies to Creative Movement, Pre-Ballet, Ballet 1 - Ballet 3, Adult Students

Tuition 1 of 4: Due Upon Registration (No later than September 5th)

Tuition 2 of 4: Due November 5th

Tuition 3 of 4: Due January 5th

Tuition 4 of 4: Due March 5th

8 Payment Plan: Applies to Student Division Ballet 4 - Ballet 10

Tuition 1 of 8: Due Upon Registration (No later than September 5th)

Tuition 2 of 8: Due October 5th

Tuition 3 of 8: Due November 5th

Tuition 4 of 8: Due December 5th

Tuition 5 of 8: Due January 5th

Tuition 6 of 8: Due February 5th

Tuition 7 of 8: Due March 5th

Tuition 8 of 8: Due April 5th

IF TUITION IS NOT PAID BY THE DATES LISTED ABOVE, THE CARD ON FILE WILL BE RAN BY AUTO PAY. If you have any concerns with this please contact us at admin@ekkesiaballet.org prior to the due date.

HOW DO I PAY?

1. Navigate to DSP either through the app or in your browser

Ekklesia School of Ballet

Register ▾ Pay ▾ Shop ▾ Info ▾

Hello, Miss ▾



QUICK LINKS

 Pay

 Register

 Private Lessons

 Store

 Punch

 Attendance

ACCOUNT

 Settings

 Students

 Balance 709.20

 Payment Method

 Waivers

Welcome to the Ekklesia Parent Portal! This portal serves Ekklesia School of Ballet (ESB), Ekklesia Contemporary Ballet (ECB), and all related ESB and ECB programs. If you have trouble navigating the Portal, please call Elisa at 860 985 2085 or email at admin@ekkleziaballet.org.

Your Account

You owe \$709.20

[Make Payment >>](#)

 You are currently enrolled in Auto-Pay

Current Students: Miss, Elisa

 0 New Notes to Read

[Go to Bulletin Board >>](#)

2. Click on PAY -> PAY ONLINE

You owe \$709.20

Online Payment

☒ Pay Balance for all students (\$709.20)

☐ Pay for all overdue items (\$0.00)

☐ Other

[Next](#)

Name	Balance	Statement
Miss Testy	Owes \$709.20	View
Elisa Schroth	Owes \$0.00	View

3. To view your statement click on “view” next to the student you want to see. Here you will see the breakdown of all your payments. Please note it will show what you owe for the FULL year. But it will include the due date for each payment underneath.

Transaction Summary Jul 01, 2026 - Aug 20, 2026

Date	Description	Paid	Fee	Bal
Jul 1	Beginning Balance			\$0.00
Jul 29	Miss Testy: Online Registration - Fee Due - Fall/Spring 26/27		50.00	\$50.00
Aug 20	Miss Testy: Tuition 1 of 4 <i>Due Sep 05, 2026</i>		164.80	\$214.80
Aug 20	Miss Testy: Tuition 2 of 4 <i>Due Oct 05, 2026</i>		164.80	\$379.60
Nov 1	Miss Testy: Tuition 3 of 4 <i>Due Nov 05, 2026</i>		164.80	\$544.40
Dec 1	Miss Testy: Tuition 4 of 4 <i>Due Dec 05, 2026</i>		164.80	\$709.20
	Ending Balance			\$709.20

4. Close out of the statement. To actually pay:
- FOR FULL YEAR - select PAY BALANCE and click NEXT

You owe \$709.20

Online Payment

- ☒ Pay Balance for all students (\$709.20)
☐ Pay for all overdue items (\$0.00)
☐ Other

Next

- FOR JUST 1 PAYMENT - Select OTHER, then NEXT, then use the drop down to select which payment you would like to pay

You owe \$709.20

Online Payment

Pay for:

Miss

Select item...

Select item...

Tuition 4 of 4
Tuition 3 of 4
Tuition 2 of 4
Tuition 1 of 4
Balance

5. Click through and fill out all the info to pay and you are all set!!
With this method you can pay on any date ahead of the due date.
Your balance will update accordingly and once it is zero you are all set for the year.

DSP APP

1. In the App Store search for **Dance Studio Pro Portal**
2. The App is a blue icon and is labeled "Parent and Adult Member Login"



3. Download and login to your account, if you need a password reset click forgot password
4. You are now all set to pay, register for classes, view your statements, etc. right from your phone!!