

Jose Mateo Ballet Theatre
2018-2019 Financial Aid Application and Payment Guide

1.SET UP YOUR ACCOUNT:

Visit clients.mindbodyonline.com and set up a username and password for Jose Mateo Ballet Theatre. Once logged in, add or update the information to the Personal, Billing, and Family sections. NOTE: If you are returning, you will already have a profile set up for you by the office. Simply click “forgot password” to reset the password to your email and “take over” your account.

PLEASE SEE the MindBody Enrollment Guide or contact the office if you need help. **You should have set up a MindBody Account before continuing with the Financial Aid Application.** Your Financial Aid Award credit will be applied to this account.

2. APPLY FOR FINANCIAL AID

Once you’ve setup your account, complete and submit the [2018-2019 Financial Aid Application](#) available on the website.

3. NOTIFICATION OF FINANCIAL AID AWARD

Once the Financial Aid Committee has reviewed your application, you will receive a letter via email that outlines your award and payment due dates.

4. ACCEPTANCE OF FINANCIAL AID AWARD

Once a countersigned copy of your award letter has been received, the office will enroll your student in their appropriate class(es) and a credit in the amount of the award will be applied to your account. The remaining balance is what is owed for the year.

NO PAYMENT is due until the award has been accepted and applied to the cost of tuition.

5. MAKING A PAYMENT TOWARDS YOUR BALANCE

- Login in to your MindBody account
- You can make a payment towards your balance by selecting the “Online Store” tab in MindBody and selecting the “Accounts Payments” section.
- In the drop down box next to “Which account payment would you like?” select the Financial Aid Account Payment according to the class your student is in (I.e. if your student is 4, you would select “Financial Aid Account Payment Creative Dance II)
- A box will appear with the full remaining balance autofilled, and you may enter in the amount you wish to apply to your account in this box and select “Make Purchase”. You should refer to your Award Letter for the amount due at each payment date.
- Clicking “Make Purchase” will bring you to your shopping cart where you can check out this account payment. Accounts must be paid on the schedule outlined in the letter.

If you would prefer to pay via cash or check, the office will process each payment and add it to your account to pay down the account balance. You will still be able to track what has been paid and what is owed for the year.