

# STUDIO PRO GUIDE

In Term 4 of 2025, we have transitioned to our new dance portal, Studio Pro. This platform allows you to pay fees directly through the website, set up Auto-Pay (payment plan), view enrolled classes, and more. Once you receive your welcome email with your login link and password, please follow the link to sign in.

Once you are logged in:

1. Select **Waiver**, then read and agree to our T&Cs.
2. To view your child's classes, select **Students** to see their Term 4 classes.
  - On mobile, go to **Quick Links > Students**.
3. To pay your Term 4 fees, select **Make Payment** on the home screen. Here you can pay your fees upfront and view your statement for the term.
4. To set up a payment plan, select **Enroll in Auto-Pay** on the home screen. After reading our T&Cs, you can add your card details and enable Auto-Pay. Payments will be processed fortnightly on Mondays. (25% of your tuition each fortnight x 4)
5. Our preferred method of payment is **bank transfer**. Details are provided below and also in your statement. Please use your student's full name as the reference.  
Dance Energy Studios  
BSB: 484 799  
Account No: 50622 1823

For any amendments to student classes or contact details on the portal, please reach out to us - [admin@danceenergystudios.net.au](mailto:admin@danceenergystudios.net.au)

Thank you!