

WELCOME TO THE DANCE STUDIO!!

THE DANCE STUDIO DANCE POLICIES AND PROCEDURES

The following is a review of our policies and procedures. When you register with us you agree to these terms.

REGISTRATION

A non-refundable fee of \$15.00 for the first student and \$5.00 for each additional student from the same family is required at the time of registration. Current students that pre-register by June 1st pay a non-refundable fee of \$5.00 per family. No class times will be confirmed without receipt of the registration fee and either the postdated checks or the first month's tuition.

PAYMENT OF FEES

Tuition is due the 1st of the month. You may give us a series of postdated checks. These can be dated for the 1st or the 10th of each month. We also offer automatic withdrawal. **ALL NSF CHECKS WILL BE CHARGED A \$20.00 NSF FEE. TUITION PAID MONTHLY IS SUBJECT TO A \$5.00 LATE FEE IF RECEIVED AFTER THE 10TH OF THE MONTH. STUDENTS WILL BE ASKED TO SIT OUT AND OBSERVE CLASS IF ACCOUNT IS MORE THAN TWO MONTHS DELINQUENT.**

SHOW AND COSTUME FEES

The performance fee is due by **October 15th**. The charge for this is \$45.00 per family plus \$10.00 for each additional student. There is also a Costume Deposit of at least \$40.00 **PER COSTUME** that must be paid by **November 15th**. You may deposit more than that if you would like to. Costumes are ordered in December. **Costumes will not be ordered for students who have an outstanding balance.** The costume balance will be due the first lesson in **January**. Costumes are handed out when they are paid for in full. The Dance Studio will not be held responsible for students without costumes at show time. The deposits are **NON-REFUNDABLE!**

DRESS CODE

Required dance wear and shoes must be worn to all classes. Failure to wear required dancewear to class can result in students being asked to sit out the class. Repeated failure to wear required dancewear can result in termination of lessons.

ATTENDANCE AND LATENESS

Absolutely no rescheduling of classes will be made for missed classes. No refunds are given for missed classes. The Dance Studio reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. We require notice for students missing a lesson. Students may make up missed classes by attending a class of a similar level. Students have one month to make up a missed lesson. Ask the secretary or teacher when the student can make-up a lesson. **Students missing more than 4 lessons beginning January 1, will not be allowed to participate in the year end show. The last lesson of the year before the show is required for all students.**

CARE OF STUDENTS

The Dance Studio is not responsible for providing before or after class care for students. Students are not to be left at the studio for excessive time periods before or after their classes. Siblings are not allowed to wait in the lobby during classes without parental supervision.

INJURIES

Parents, legal guardians of minors, students and adult students waive the right to any legal action for injury sustained on school property resulting from normal dance and tumbling activity or any other activity conducted by the students before, during or after class time.

WITHDRAWALS AND REFUNDS

There is a **two-month minimum** for all lessons. One month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person at the studio office and will not be accepted over the phone. Withdrawal must be done at the studio office and not with the teacher. Withdrawal must occur within the first 7 days of the month. **NO WITHDRAWALS WILL BE ACCEPTED AFTER DECEMBER 31.** To withdrawal from classes a parent or adult student must:

1. Inform the studio office in person.
2. Complete and sign a withdrawal form provided by the studio office.

All unprocessed checks, dated after the one-month notice period will be returned. No refunds will be given for costume deposit or performance fee. The Dance Studio reserves the right to terminate lessons to any student without notice. In such a case a refund for unused lessons will be given.