

# Dance Policies and Procedures

**Registration:** A non-refundable fee of \$30 per student or \$50 per family is required yearly at time of registration.

**Payment of Fees:** Tuition must be paid by automatic bank account debit, or pay for the full school year with cash, debit, or credit card. Tuition is neither refundable nor transferable. All tuition is based on 4 classes per month. When a 5<sup>th</sup> class occurs, it is considered a bonus class, and no extra charge is made.

Payment by Automatic Bank Account Debit :

Tuition will be debited from your bank account on or after the 1<sup>st</sup> day of each month from August-June. The month of August is non-refundable. Bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. Only regular monthly fees may be paid by auto-debit, incidental fees such as recital tickets must be paid by check, credit card or cash.

**Late Fee:** A \$10 late fee will be charged to any past due account. This includes accounts that can not be processed due to inaccurate account information or expired cards.

**Costume & Recital Fees:** Costume and recital fees for the year-end recital will be charged to your auto-debit on or after February 1. No costume fees will be refunded after this date even if a student withdraws from the school. Costumes for Stage Door Kids class may require an additional fee depending on the cost of the costume.

**Withdrawal and Refunds:** There is a one-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 and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the previous month. To withdraw from classes a parent or adult student must:

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

All automatic bank debiting or credit card charges will stop after the one-month notice period. Stage Door Dance & Performing Arts Workshop, Inc. reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

**Holiday Closures:** Notices will be posted prior to closures. Monthly tuition will not be adjusted, as the accumulated bonus classes will be applied.

**Unexpected Interruption of Classes:** If the school must cancel classes due to events beyond our control such as power outages, the missed lessons will be eligible for a make up class. No refunds for lessons missed due to these reasons will be given.

**Substitutions:** The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

**Dress Code:** Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Hair must be tied back.

**Attendance and Lateness:** The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. Excusable absences (i.e. call the office prior to scheduled class time) can be made up within 4 weeks of excused absence, but may not be applied to future tuition. Make-up class appointments must be made with the office prior to attending. If a student misses more than 3 classes without notice to the office, the school reserves the right to terminate lessons. Students with excessive absences after January will not be allowed to participate in the year-end dance recital.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the dance "What's New" board or the dance bulletin board. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, telephone number, or credit card information change.

**Care of Students:** The school is not responsible for providing before or after class care for students. Parents with students under the age of 3 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

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

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

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Date \_\_\_\_\_ Student Name (please print) \_\_\_\_\_ Signature of Parent or Adult Student \_\_\_\_\_