



# GETTING ALONG GRACEFULLY AT THE DANCE COMPANY



Please read this document carefully. Upon registration you will be held responsible for the information and policies contained.

## TUITION AND PAYMENT POLICIES:

- **Returning families who register after JULY 1<sup>st</sup> will be charged a \$15 Registration Fee.**
- New students are charged a \$25 Registration Fee. Fees must accompany your completed Registration Form or they will be charged to the account of file.
- The dance season runs from September to June.
- We ask that you supply a debit or credit card number at registration for automatic billing purposes. If you prefer to pay with cash or check, you must remit payment PRIOR TO the 15<sup>th</sup> of the month and your account on file will not be charged. To set up alternate payment arrangements, please contact the office.
- When paying with cash, enclose your payment in a labeled envelope. Checks should include the student's name in the memo line if the last name is different than that on the check.
- A \$10 late fee will be charged if no card is on file and payment is not received by the 15<sup>th</sup>. Returned checks will be charged a \$20.00 fee.
- Tuition fees are a monthly charge for membership in your class(es). They are due, by the 15<sup>th</sup>, regardless of absence, holidays, breaks or cancellations. A 10% discount is available for paying the entire semester, twice a season. **There are no refunds or adjustments for classes unattended.** Make-up classes are encouraged.
- Withdrawal and re-enrollment in the same "year" will be charged a \$40.00 Account Reinstatement Fee. Withdrawal is defined by three consecutive weeks of missed class without contacting the studio.
- You must contact the office staff if you wish to withdraw from classes, otherwise, your account will be charged! Withdrawals should take place at the end or beginning of the month. There are no refunds of tuition already paid

## COSTUME FEE POLICY:

- All dancers who participate in recital will have a costume fee for **each class they perform with**. Participation in annual recitals is not required, but strongly recommended, as dance is a performance art.
- All classes have a \$70 costume charge. Beginning Tap/Jazz combo classes have an \$80 charge.
- Costume fees are due in two installments as follows (**amounts are PER CLASS**):  
**December 1<sup>st</sup>: \$50.00      February 1<sup>st</sup>: \$20.00 (\$30.00 for Tap/Jazz combos)**  
*\*Costumes may be ordered sooner, making fees due earlier, for classes involved in extra performance opportunities.*
- **Costume payments are non-refundable. Should a student withdraw from classes after payment is made, the costume will be available for pick up at the studio in May.**
- Costumes are ordered in December and January. If costume deposits are not paid, your costume will not be ordered!
- Additional charges, such as shipping and handling incurred from late orders due to unpaid deposits will be your responsibility.
- Costumes will not be distributed to any dancer who has a costume or tuition balance on their account.

## STUDIO RULES AND ETIQUETTE:

- Excessive talking, failure to follow direction, insubordination and laziness is not acceptable. Students who require repeated disciplinary action in class will be asked to wait in the lobby or sit out for all or part of the remaining class time. They must be invited back to class that day or be released by the teacher before leaving when class is over.
- Dancers should enter the studios from the main front entrance only. **NO FOOD OR DRINK** permitted in the dance studios.
- Personal belongings are to be stored in the cubbies in the "clubhouse" (student lounge). **Do not bring valuables to dance class.**
- The clubhouse is the dancers' area. It should be taken care of and respected! Students are expected to clean up after themselves and check for all personal belongings before leaving.
- Lost & found items are in the right hand side of the cubbies. Items not claimed will be periodically removed and donated.
- Students should arrive at least 5 minutes early to be ready to begin class at their designated time. Lateness causes a dancer to miss valuable warm up and technique practice, and is distracting to her and her class.
- All Dancers should use the restroom BEFORE class begins.
- Observers must keep the lobby quiet and free of distraction. Please help us maintain order in class by discouraging your young dancer from waving to you from the windows during class. Windows can be closed at the instructor's discretion.
- Qualified substitute teachers will be used in classes, when necessary, at the discretion of the faculty.
- Please e-mail or call to inform us if your dancer will be absent due to illness or other conflict.
- The studio reserves the right to cancel class for major holidays and emergencies. In case of bad weather, we will close when Perry Township School System closes. Every effort is made to alert families to closings as soon as we are able to make a decision. We will leave a message on the studio answering machine, send emails and post information on the WRTV 6/ABC ticker. In many instances, a last minute decision must be made. Always check these sources before you leave home! If you feel conditions are unsafe and you are unsure, **STAY HOME!** Make up classes can be arranged.