



## POLICIES & PROCEDURES 2011-2012

**TUITION** is a yearly fee, billed in 9 monthly installments. The first month's tuition is due upon enrollment. Tuition for each subsequent month is due on the 25th of the immediately preceding month. \_\_\_\_\_(Initial)

A late fee of \$20 **WILL** be assessed for any tuition received more than 5 days after its due date. \_\_\_\_\_(Initial)

Checks should be made payable to *Performing Dance Center*. Monthly bills will not be sent. There will be a \$20 service fee for any returned check. \_\_\_\_\_(Initial)

Monthly submission of tuition will incur higher rates. We recommend setting up automatic payments or leave post-dated checks. \_\_\_\_\_(Initial)

Tuition is non-refundable. Missed classes may be made-up in approved classes. \_\_\_\_\_(Initial)

**Annual Registration Fee** of \$25.00 for one student, or \$50.00 for family, is due at the time of registration. Registration fees are non-refundable. \_\_\_\_\_(Initial)

### ADDITIONAL FEES

#### Performance Fees

To help defray the cost of Performance expenses, such as the theater rental, technicians, etc., a non-refundable Performance fee of \$50 per student or \$85 per family will be collected by November 1, 2011. Production fee includes two (2) complimentary spring performance tickets. Fees will increase to \$65 per student & \$100 per family after the due date.

#### Costume Fee

There is a \$75.00 costume fee per student per class. Costume fees must be paid by December 1, 2011. Costume fee **DOES NOT** include tights or shoes. Fee will increase to \$85 per costume if paid after due date. Costumes will not be ordered until payment has been collected.

**Performance Agreement:** Performance is a vital aspect to a quality fine arts education. Our performance will allow students to demonstrate a year of hard work and dedication. All participating students are expected to attend all dress rehearsals in order to participate in the Annual Performance. Any student enrolling after December 1, 2011, must obtain permission from the director to participate in the Annual Performance. \_\_\_\_\_(Initial)

**Attendance and Tardiness:** Help your student have the best experience by bringing them a few minutes early to prepare for class. Dropping them off at the start time of their class makes them late to class. Performing Dance Center reserves the right to ask a student to observe class if arriving more than 10 minutes late. Repeated tardiness may result in the termination of classes. A minimum attendance standard will be required. If a student misses more than 4 classes without written notice, Performing Dance Center reserves the right to terminate lessons. Students missing more than 3 classes after January 1st may not be permitted to participate in the Annual Performance. \_\_\_\_\_(Initial)

**Class Cancellations:** Performing Dance Center reserves the right to cancel any class not meeting minimum enrollment requirements. \_\_\_\_\_(Initial)

**Studio Dress Attire:** It is important that students follow the dress code to ensure a professional experience for your child. The dress code will be strictly enforced at the beginning of the second month. All hair must be worn in a ballet bun for ballet classes and should be pulled back away from face and neck for all other classes. Students may be asked to observe class if they are not prepared for class. \_\_\_\_\_(Initial)

**Care of Students:** It is the responsibility of Performing Dance Center to offer professional instruction to your child while in class. We are not responsible for the care of students before or after class. Students are not to be left at the school for excessive periods of time before or after class. \_\_\_\_\_(Initial)

**Make-Up Classes:** No refunds will be given for missed classes. We do, however, encourage making up classes. \_\_\_\_\_(Initial)

**Schedule Changes:** Any class change must be done at the front desk in writing and must be approved by the director. \_\_\_\_\_(Initial)

**Withdrawals:** There is a two-month minimum enrollment requirement for all classes. A one-month notice from the first of the month is required to withdraw from any classes. You will be responsible for tuition payment during the one-month notice period. Withdrawal must be done in writing at the front desk. All withdrawals must be done at the front desk and not with the teacher. Withdrawal must occur within the first seven (7) days of the month. No costume fees will be refunded once costumes have been ordered. You will continue to be responsible for tuition payment and any other fees associated with your enrollment until proper withdrawal procedures are completed. \_\_\_\_\_(Initial)

Student's Name (Please Print)

Signature of Parent or Legal Guardian

Date