

# Dance Arts, Inc.

## School of Dance and Music Studio Policies & Procedures

**Registration:** A non-refundable fee of \$30.00 per student is required yearly at the time of registration. If more than one dancer is registering per family, the family registration fee of \$40.00 applies.

**Payment of Tuition:** Tuition must be paid by: **a.** Our auto draft banking system that allows your bank to pay your monthly tuition on the 1st business day of each month. **b.** A series of postdated checks dated the first day of each month, (e.g.: September 1, October 1, etc.) Checks will be made payable to Arlington Dance Arts, Inc. for the exact amount of your dancers monthly tuition, costume deposits, and ballet rental. All checks must be completed upon registration, and before any class is taken by a student. No class times will be confirmed or guaranteed without receipt of the post dated checks. All insufficient funds checks must be redeemed in cash with a \$25.00 NSF fee added. **c.** Cash tuition payments must be made one month in advance, costume deposit is due at the time of registration. For example in August, August and September tuition is due plus costume deposit for each class, in September, October tuition is due.

**Tuition is the same August through June.**

**Costume Fees:** The costume deposit of \$50.00 is due on October 1st. This amount will be drafted on October 1st with your regular tuition, or among your post dated checks. The costume balance will be due in January. Total costume cost is between \$65.00-70.00. Costume fees are non refundable. Does not apply to music students. Suggestions and guidelines for recital attire will be made near recital time.

**Dress Code:** Required dance wear and dance shoes must be worn to all classes. Failure to wear required dancewear to class can result in student being asked to remove item, or sit out the class. Repeated failure to wear required dancewear can result in termination of lessons.

**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 standard will be required. If the student misses more than 4 classes the school reserves the right to terminate the classes and fill that spot from our waiting list. Students missing more than 6 classes after December will not be eligible to participate in Spring festivals, conventions, or competitions.

**Care of Students:** The school is not responsible for providing before or after class care for students. There is a late pick up fee of \$1.00 per minute after 5 minutes.

### **Withdrawals and Refunds:**

There is a two month minimum for all lessons. 30 day 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 month. No withdrawals will be accepted after April 1. To withdraw from classes a parent must:

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

All unprocessed checks, dated after the one month notice period, will be returned. No refunds will be given for costume deposits. Dance Arts, Inc. reserves the right to terminate lessons to any student without notice. In such a case a refund for unused lessons will be given.

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

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**Student Name please print**

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**Parent signature**

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**date**