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## **STUDIO & TUITION POLICIES 2014-2015**

**1. TUITION PAYMENTS.** The first tuition payment along with a registration fee is due at time of registration. Tuition payments #2, #3, #4, and #5 are due on the first of October, December, February, and April. **Backstage does not mail out invoices.** Backstage requires a current Visa, MasterCard, or debit card number with the Visa or MasterCard logo to be kept on file. In order to maintain a permanent spot in class, tuition must be paid on or before the first of the month. After the 7<sup>th</sup> of the month, there will be a \$10 late charge. If we have not received payment by the 15<sup>th</sup> of the month, your credit or debit card will be billed for the tuition plus the late fee. If your card is declined or if payment is not received by the end of the month, you will be removed from the class. Once a class is taken in any given tuition period, tuition paid is completely non-refundable and non-transferable to another student or class. Any student who has an outstanding balance will not be permitted to take class until the account is made current. For all returned checks, there will be a \$30.00 fee. If a check is returned, the payment must be made by credit card, money order, or cash to bring the account current. Auto payment forms are available on our website.

**2. ATTENDANCE.** Dance requires discipline and consistency. For this reason, we expect students to attend class every week. When a student misses a class, it not only hinders their performance, it hinders the overall progress and cohesiveness of the group. If a student misses more than 10% of their classes, they may be asked not to participate in the recital at the end of the year.

**3. ABSENCES.** Always call the studio before class starts whenever any absence is necessary. Absences must be made up within one month, as refunds are not given for missed classes.

**4. CLASS WITHDRAWALS AND REFUNDS.** Dancers shall be permitted to withdraw from classes, without penalty, until November 15, 2014. Requests for withdrawal from one or more classes must be made by the Parent/Guardian in writing with a Withdrawal Form which can be obtained at the studio. After November 15, 2014, the Parent/Guardian shall remain responsible for the full annual tuition. Registration fees are non-refundable.

**5. RECITAL COSTUMES.** Costumes cost approximately \$60-\$75 each. A minimum deposit of \$35 per costume should be paid by October 31, 2014. The balance of the costume amount is due no later than the deadline of December 15, 2014. Costumes are ordered over the winter break. Costumes will not be ordered unless they are paid in full by the deadline. Costume orders placed after the deadline will be charged a late fee and are not guaranteed in time for recital.

**6. RECITAL FEE.** A recital fee of \$40.00 per student or \$45.00 per family will include two recital tickets and must be paid with your April tuition payment. Recital fees are non-refundable. No tickets may be picked up if there is a balance on your studio account, which includes tuition, store items, or any other miscellaneous charges. Additional tickets may be purchased in May on a first come, first served basis.

**7. MINIMUM ENROLLMENT.** Minimum enrollment is six students per class. If the minimum enrollment is not met, the class may be canceled or combined with a similar class.

**8. CLASS ETIQUETTE.** All students are expected to be on time and properly attired for class. Students who do not adhere to the dress code will not be permitted to participate in class. ALL students must be in proper shoes and attire by the second week of class. Please visit the studio website for shoe and dress codes for each class (posted in August) and plan to shop early! Students are expected to behave properly at all times. Gross misconduct will not be tolerated.

**9. VISITING DAYS.** Visiting Days will be held twice yearly so that parents may observe their child's progress. An email will be sent specifying these dates and times. Please make every effort to attend these two days at the studio. No visitors are permitted in classrooms at any other time unless the instructor gives special permission.

**10. COMMUNICATIONS.** Important studio updates and announcements will be made monthly by email. It is imperative that all families have a current email on file to receive these updates as this will be our **main source of communication** with parents. Please inform the studio if there is any change in email addresses.

**11. INCLEMENT WEATHER.** In case of bad weather conditions, an email will be sent with cancellation information. We do not follow Howard County school closings. In any case, please do not feel obligated to travel to class if you are uncomfortable with the weather conditions.

**12. EARLY DROP-OFF & LATE PICK-UP.** Students are not to be dropped off at the studio any earlier than 15 minutes prior to their first class of the day, and must be picked up no later than 15 minutes following the conclusion of their final class of the day. A fee of \$10.00 will be assessed for every 15 minutes, or portion thereof for drop-offs earlier than 15 minutes before the start of the student's first class of the day, and for any pick-ups later than 15 minutes following the end of the student's last class of the day. This does not apply to students waiting for their student siblings to finish their last class of the day.

**13. SIBLINGS.** For liability reasons, persons under the age of 18 who are not attending class at Backstage on a given day are not permitted to be left in the studio without a parent or guardian while a sibling is in class.

**14. PERMISSION TO USE PHOTOS.** Student pictures are taken throughout the year for purposes of marketing and promoting Backstage Dance Studio and all programs run through the studio. Parent/Guardian permission is granted to use any and all pictures taken.

**15. WAIVER & RELEASE OF CLAIMS.** Parent/Guardian and dancer recognize the risk of injury inherent in any dance program. Parent/Guardian acknowledges that the dancer is participating upon his/her express agreement that injury may occur and agrees to release Backstage Dance Studio, its employees, directors, and volunteers from any and all liability relating to such an incident.

**16. ATTORNEY FEES.** If any legal action or other proceeding is brought for the enforcement of these policies, or because of an alleged dispute, breach or default in connection thereof, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees and other costs incurred in connection with that action or proceeding, in addition to any other relief to which such party may be entitled.