

Policies- 2011-2012

Levels:

- Student's placement is at the discretion of the director or teacher. Students progress mentally and physically at different rates. Age is only a guideline. The main object is that they learn in a safe and correct manner.

School Year Classes:

- **Tuition is due by the 20th of each month starting in August before classes start.** Checks may be dropped in the tuition box in the waiting area, mailed to the studio or paid on-line. A \$15 late fee will be added for payments received after the 25th. No postdated checks are accepted; post-dated checks will be returned to you and late fees will apply if a new check is not received by the due date.
- Classes meet 32+ times from September through May – recital classes have one additional rehearsal and show. **10 equal payments are due (8/20, 9/20, 10/20, 11/20, 12/20, 1/20, 2/20, 3/20, 4/20, last payment 5/20), or you may pay by semester, receiving a discount.** There is a per class rate (not monthly) that figures the total for the school year (semester or 10 equal payments.) They will still meet 32+ times. If a class does not meet 32+ times, it will be made up or credited.
- A \$35 registration fee is due for all returning and new students.

Refunds:

- **There are no refunds on monthly installments (tuition) or costume payments.** The registration fee is non-refundable. However, registration received in May or June may be canceled by August 1st and receive a full refund minus the \$35 registration fee.

Absences:

- Regular attendance is very important and all effort should be made to attend all classes.
- Absences do not allow you to prorate tuition and are not credited to any other month.
- Make-ups are allowed and encouraged, up to two per semester unless you make prior arrangements with the instructor. No make-ups will be allowed within the month before the recital. Make-ups must be used while the dancer is still enrolled.
- The studio may or may not be closed when Loudoun County schools are closed for inclement weather. We will leave closing messages on the machine one hour prior to the classes as well. One or two hour delays will not change classes scheduled. We may still have class on school holidays, as well.

Withdrawal:

- Once enrolled you are expected to pay both semester payments or all 10 payments unless you withdraw in writing one month before the next tuition is due. *You are still responsible for payments until we receive an official withdrawal notice. Once withdrawn, a new registration fee must be paid if space is still available in the class, unless it was for an excused reason.

Recital Costumes:

- The recital costume payment is due November 1st. Prices will vary with each class (\$45-\$75). You will be notified what you will owe for the year. Costumes cannot be ordered after December 1st, since it is possible they will not be here in time.

Arriving for Class:

- Try not to be late. It is a disruption to the class and steps may need to be repeated. If you miss warm-ups, you may be asked to sit out to avoid injuries.
- Arrive 10-15 minutes before class starts to put on shoes and be ready when class starts. If class has started, put shoes on in the hallway and enter when ready, causing the least amount of disruption.

The studio is not responsible for your child before or after the class, at recitals, or competitions. Please pick your dancers up on time. A babysitting charge will be applied if a dancer is not picked up on time.