

# The Dance Academy

## Basic Policies for 2020-2021

(please see [www.danceacademyness.com](http://www.danceacademyness.com) for updates and additional information.)

If you register and take a space in class you are committed to and agree to pay tuition for that class until either the end of the session, including participating in the end of year recital or you drop the class by completing a Class Cancellation Form. Single classes may be available, if not full, without commitment for a single class fee. If you request to be added to the class, you are REGISTERED for the class.

**Registration Fees:** Each student will be charged a non-refundable annual registration fee payable in August or upon registration. Discounts may be given for multiple students in a single family. Single class fees will be higher if the registration fee is not paid. Single classes may not be available if the class is full and there is not guarantee of future space. Registration fees are not prorated.

**Tuition:** Fees for class may be paid by the month or by the class. Monthly tuition charges for school year sessions are based on the total number of weeks in each session (August through June) 4-5-week months from August through May and 2 weeks in June. If you did not cancel recital in writing, you are committing to attend class and pay tuition through June. Tuition may be paid in advance, however, there are no refunds on pre-paid accounts of any kind.

Tuition fees are billed and due on the first calendar day of the month. You will be charged for the next full month if cancellation on the last calendar day of the month by midnight has not happened. Tuition/accounts can be paid by cash, check or credit card at the studio or by credit card online. The Dance Academy reserves the right to have dancers sit out of classes, without makeups if their account has any outstanding balances until the account is paid in full.

Auto debit is available if a parent signs an authorization at the studio to allow The Dance Academy to automatically charge a credit card each month for tuition. The card will be charged between the 1<sup>st</sup> and 5<sup>th</sup> of each month, not a particular date. If you want to stop auto debit, you must advise the front desk in person before the 1<sup>st</sup> calendar day of any calendar month. If auto debits reject for any reason, late charges will apply, and fee discounts may be withdrawn at the discretion of management. You must separately authorize non-tuition charges (recital fees and costumes). New auto debit forms are required and are shredded at the end of each session. YOU CAN SIGN UP FOR AUTO DEBIT ONLINE.

**Class cancellation:** If you want to cancel a class, you must complete a Class Cancellation Form online. Non-attendance in a class is NOT considered notice that you want to cancel a class. Cancellations for August 2020 must be received by midnight on Wednesday August 15, 2020. Cancellations for January 2021 must be received by Saturday December 19, 2020. If you do not want to cancel your class for January, but do not want to do the recital you must cancel recital by December 19, 2020.

**Recital:** All students are automatically in recital unless you SPECIFICALLY CANCEL. Recital cancellation must be done by filling out a form at the studio and returning it to the front desk before 1:30p.m on Saturday December 19, 2020. No recital cancellations will be taken by email, phone or online. There is a \$20 non-refundable fee due February 1<sup>st</sup>. This fee covers the cost of the auditorium, programs, technicians and other costs.

Students who participate in the recital will be required to purchase one costume per class. The studio will order costumes early January. The estimate of the cost for the costumes are between \$85 and \$130. A \$75.00 costume deposit (per class) is due November 30<sup>th</sup>. Once the costume has been ordered, there is no refund or cancellation. No costume will be ordered until full payment is received. Depending upon the costume design, you may be required to purchase additional accessories such as tights, bows, and other accessories.

**Other Fee Policies:** All fees (tuition, registration fees, recital performances, costume fees, and tickets) are non-refundable. All outstanding balances must be paid in full before costumes are handed out and before any student can perform in the recital. All unpaid charges as of the 10<sup>th</sup> of each month are subject to late charge of \$15. All accounts must be paid in full before registering for the next session. Accounts with a history of non-payment or non-compliance with studio policies may be barred from registration and may be asked to leave the studio or may be asked to repay tuition.

**Make Up Policy:** Any missed classes may be made up by attending a class of same level or lower and same age range only within the same calendar month. If the dancer misses a class in the last week of a calendar month, the makeup class can be done in the following calendar month. No credits or refunds are given for missed classes. Students may not make up more than twice in the exact same class. There are no makeups for classes missed because of holidays, for unlimited dancers, or for classes missed in a past calendar month. Make ups cannot be done by siblings or friends.

**Classroom Rules:** Parents, friends and younger siblings are NOT allowed in classrooms during class; it helps the students keep focused without distraction. Families are encouraged to watch their child's class the 1<sup>st</sup> of every month. No dancer will be admitted to class if they arrive 10 or more minutes after the class start time. If your child is more than 10 minutes late to class, you will need to do a makeup for that class during the same calendar month. If your child is in a full class and your child has not attended the class for 3 consecutive weeks without a parent request and payment to maintain in his or her space, your child may be dropped from a class to allow others to participate without a refund or credit for tuition paid or owed.

If your child has a behavioral issue or special need, please advise the front desk. If your child has an injury or illness that a physician has suggested he or she be limited from physical activity, we can hold your child's class space without billing with a doctor's note BUT your child must be cleared by the same physician in writing to return to dance. If your child has a cast, crutches, brace, etc., your child will not be allowed to participate in dance without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class.

Studio Communication: The Dance Academy communicates primarily by email based on the email address you provide the studio. Monthly newsletter is sent by email and reminders also may be sent by email. Our newsletter is also available on our website. If you are NOT receiving our emails, please check your spam for an email from [bbrennerdance@hotmail.com](mailto:bbrennerdance@hotmail.com) and then contact the front desk. Please note that if you UNSUBSCRIBE to our email service, we cannot add you back on our email list. Please contact the front desk so we can walk you through the process to re subscribe.

It is the parents/account holder's responsibility to keep informed of all policies and deadlines. All parents and students are expected to read and comply with all studio policies, procedures, newsletter, recital information, etc. available via email, on the website and at the studio.

Studio Email Address: [bbrennerdance@hotmail.com](mailto:bbrennerdance@hotmail.com)

Studio Phone: Garden City - 620-315-4184

Ness City - 785-798-2105

Barb cell - 620-290-2105