

Dance Policies and Procedures

Registration: A non-refundable fee of \$25 per student is required yearly at time of registration

Payment of Fees: Tuition must be paid by automatic bank account debit. Tuition is the same amount every month, whether that month has 3, 4, or 5 weeks of lessons.

Payment by Automatic Bank Account Debit:

Tuition will be debited from your bank account on the 5th day of each month from September-June. The month of September is non-refundable. You must sign an auto-debit authorization form. Bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. Only regular monthly fees may be paid by auto-debit. Incidental fees such as Registration fee, recital fees, recital tickets, and dancewear must be paid by check or cash.

Recital Fees: Recital Fees are due November 1. No costume fees will be refunded after January 1st, even if a student withdraws from the school. All outstanding bills must be paid in order to receive Recital costumes in June.

Returned Checks: There is a \$20 fee on NSF accounts.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One month 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 1st. To withdraw from classes a parent or adult student must:

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

All automatic bank debiting charges will stop after the one month notice period. Redmond School of Dance reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

Dress Code: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.

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 level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as recitals, rehearsals, and dates the school is open or closed. The school will post all such notices on the dance bulletin board, as well as sending home regular Newsletters. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

Recital Responsibility: One adult from each family will be asked to volunteer in some capacity for Recital. You will be asked to sign up for a job at the time of Registration.

Care of Students: The school is not responsible for providing before or after class care for students. Due to parking issues, parents are encouraged to drop off and pick up their child. Students are not to be left at the school an excessive amount of time before or after class. Parents and siblings waiting in the lobby must speak and sit quietly so as not to disturb ongoing classes.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during, or after class.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copy-right such photographs in its name.

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

Date

Student Name (please Print)

Signature of Parent or Adult Student