

# TURNING POINTE DANCE CENTRE

## SUMMER SESSION POLICIES

**Enrollment/Registration:** An annual nonrefundable registration fee of \$30 is charged for the first student and \$20 for each additional student in the same household. Registration, class and camp fees are due upon registration. Class placement is determined by the instructors and is based on a student's ability and certain age restrictions. Classes can be added at any time during the session. To add class(es), complete a Class Add/Drop Form and give to the TPDC office staff. Classes can only be dropped effective the first of each month. **To drop class(es), complete a Class Add/Drop Form and give it to TPDC office staff no later than the last day of the month prior to the month the dropped class(es) are to be effective.** INITIALS: \_\_\_\_\_

**Tuition/Payment:** Our summer class program starts in July and runs through the beginning of August. Our summer camp program begins the middle of July and runs through the end of August. Class tuition and camp fees are broken into one-week increments during the summer session. All registration fees, class tuition and camp fees must be paid in advance during registration. Registration reserves a place in the class for the dancer, even when they are absent. **There will be no prorated tuition, deductions, refunds or transfers for missed lessons, regardless of the reason. Accounts that become delinquent face cancellation of classes. WE DO NOT SEND MONTHLY BILLS OR REMINDERS.** Payments may be made by check, cash, MasterCard, Visa or automatic payment through your bank. Payments may not be processed over the phone. **If your payment is returned by your bank for any reason, you will be charged a \$25 processing fee. Returned checks must be replaced with cash, a money order or a cashier's check.** INITIALS: \_\_\_\_\_

**Refunds/Returns: NO REFUNDS ARE GIVEN FOR ANY REASON. This applies to registration fees, class tuition, camp fees, private lesson fees and retail purchases, etc. Retail items must be returned unused with the original packaging to receive an account credit.** Account credits can be used toward future tuition, private lessons or for retail purchases. INITIALS: \_\_\_\_\_

**Private Lessons:** The cost for a private lesson is \$80 per hour for one dancer, \$108 per hour for two dancers sharing a lesson, and \$132 per hour for three dancers sharing a lesson. To cancel or reschedule a private lesson, please notify the instructor at least 24 hours prior to the private lesson. If you cancel or reschedule with less than 24 hours notice, there is a \$25 cancellation fee. If you schedule a private lesson and fail to attend, or fail to notify the instructor at least four hours prior to your scheduled time, you will be charged for the private lesson in full because the instructor will not have time to schedule a replacement. INITIALS: \_\_\_\_\_

**Attendance:** Attending class on a regular basis ensures progress for all students. If it is necessary to miss class, please call and let us know you or your child will be absent. Students may make up classes within the same summer session. Missed classes must be made up by the student who missed the class and cannot be used by friends, family, etc., and must be made up in the same type of class that was missed, unless an identical class is not offered at any other time. (For instance, if a ballet class is missed, student must make up a ballet class.)

**Arrival and Dismissal Times:** Dancers should arrive in full dance attire 5 to 10 minutes prior to their scheduled class time. Missing 'warm-ups' due to tardiness may cause injury and is disruptive to the rest of the class. **Classes may be dismissed by instructor 5 minutes prior to scheduled class end time to allow students time to prepare for their next class.**

**Class Cancellation:** If it is necessary for us to cancel class(es) due to unforeseen circumstances, we will recommend appropriate make-up class(es) or the canceled class(es).

**Dress Code:** Our Dress Code policy is attached. Individual instructors may permit variations of the dress code. **Large jewelry and watches are not allowed due to potential injury.**

**Information:** It is our desire to keep you informed of important information via email notification. Please be sure we have your current email address at all times and take time to check your emails and read flyers or notices posted in the studio. INITIALS: \_\_\_\_\_

**Policy Changes:** We reserve the right to change policies at any time and for any reason. INITIALS: \_\_\_\_\_

AGREED TO BY:

WITNESSED BY:

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_