

TORNING POINTE DANCE CENTRE

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. Once a student is enrolled, tuition will continue to be charged each month through June. 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 with instructor permission until March 1 of each year. 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 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 program is designed as a ten-month session running September through June. Monthly tuition is divided into equal payments for lessons received for the full ten-month session and will remain the same each month regardless of attendance, school closures, holidays, vacations, recital rehearsals and performances, etc. Registration reserves a place in the class for the dancer, even when they are absent. **Tuition will not be prorated for any reason. For the September through June session, tuition is due the 25th day of the prior month for the following month's fees. For example, September tuition is due on August 25, December's tuition is due on November 25, June's tuition is due on May 25, etc. Partial payments will always be applied to the oldest charges included in the account balance. A late charge of \$15 for account balances less than \$250 or \$25 for account balances of \$250 or more will be added for all fees paid after the close of business on the fifth of the month. If the fifth of the month falls on a Sunday or holiday, account balances must be paid by the last business day prior to the Sunday or Holiday or paid electronically using the Paypal link on our website in order to avoid the late fee. Additional monthly late charges will accrue each month following until the full account balance due has been paid. 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, American Express, Discover, automatic payment through your bank or electronically through the Paypal link on our website. 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 class tuition, private lesson fees, costume 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: _____**

Recital: Each year we showcase the progress of our students in our professional quality recital shows. Participation is not mandatory, but is strongly encouraged, as dance is a performing art. Students performing in the shows are required to pay a costume fee for each class participating in recital. **Families with multiple students or students with multiple classes should expect to perform in more than one show.** Students who opt out of performing in the shows will still be given a spot in the recital routine during their class(es) to allow them to experience as much of the show process as possible. **Adult students (over age 18), or parents of students choosing not to perform in the shows, must notify our office staff in writing by February 1. Failure to do so results in a costume purchase for the student, which will be billed to their account regardless of participation. INITIALS: _____**

Costumes: Each student participating in the recital will be charged a costume fee for each routine they perform in. **Level A-D, Tutus For Tots, Creative Movement and combo class students will be charged \$75 (plus tax) per costume. Level C/D students taking both Jazz and Contemporary/Lyrical each week will be charged a combined costume fee of \$125 (plus tax) for coordinated costumes for these classes. Level 1-4 students, as well as Teen and Adult classes, will be charged \$95 (plus tax) per costume. Level 1-4 students taking both Jazz/Contemporary classes each week will be charged a combined costume fee of \$150 (plus tax) for coordinated costumes for these classes.** All costume fee balances will be available by October 1st. Costume fees may be paid in advance or by installments on required due dates. **Families with one to two costumes must pay 1/2 by November 1st and 1/2 by December 1st. Families with three to five costumes must pay 1/3 by November 1, 1/3 by December 1st and 1/3 by January 1st. Families with six or more costumes must pay 1/4 by November 1, 1/4 by December 1st, 1/4 by January 1st and 1/4 by February 1st. Costumes will be distributed in late May/early June after all fees for the entire session are paid in full. All costumes must be picked up by July 15. Any costumes that are not picked by July 15 will be disposed of. INITIALS: _____**

Attendance: Attending class on a regular basis ensures progress for all students and the completion of recital choreography in a timely fashion. Once recital choreography starts, please avoid missing classes as much as possible. 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 30 days of the class missed in the same 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.) **Instructors may remove a student from a portion or all of a recital routine if the student misses too many classes. INITIALS: _____**

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) for the canceled class(es). Closures due to snow or weather will correspond with local school closures, so please check radio/television broadcasts, as well as our recorded phone message.

Dress Code: Please see our Dress Code Policy. 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: _____