

Center Stage Academy of Dance

Dance Policies and Procedures

INITIAL _____ Registration

A **non-refundable** fee of \$35 per student is required yearly at registration.

INITIAL _____ Payment of Fees

Tuition must be paid by automatic debit from a checking or savings account or auto charge on a credit card to be deducted on the first of every month. No class times will be confirmed until auto debit or auto charge is set up and registration fee paid. **Tuition is based on 10 months (September thru June). All returned items will be charged a \$25 NSF fee.**

INITIAL _____ Costume Fees

Costume fees must be paid by **NOVEMBER 1 and are NON-RUFUNDABLE**. Average costume price range is \$60-\$80. **We ask that you put a \$50 deposit down toward costumes at registration.**

INITIAL _____ Dress Code

Required dance wear and dance shoes must be worn to all classes. Failure to wear required dancewear to class can result in students being asked to sit out the class.

INITIAL _____ Care of Students

The studio is not responsible for providing before or after class care for students. Parents with students under the age of 5 should remain at the studio during classes. Students are not to be left at the school for excessive time periods before or after their classes.

INITIAL _____ Injuries

Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on studio property or during a studio function resulting from normal dance activity or any other activity conducted by the students before, during or after class time. Studio function may include but is not limited to competitions, recital, or off site fundraisers.

INITIAL _____ Withdrawals and Refunds

There is a 30 day notice from the first of the month 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 studio office and not with the teacher. **Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1.** To withdraw from classes a parent or adult student must:

1. Inform studio administration in person, and
2. Complete and sign a withdrawal form provided by the studio office. Automatic Deduction from a checking or savings account or auto charge from a credit card will be discontinued after one month notice period. Any withdrawals received after the 7th of the month will be charged for the following month. No refunds will be given for costume fees. Center Stage Academy 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.

INITIAL _____ Picture Release

I give Center Stage Academy of Dance the right to use my photo or my child's photo for marketing purposes. This may include but not limited to web pages, postcards, door hangers, newsletters, etc.

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

Student (s) Name (Please Print)

Signature of Parent/Guardian or Adult Student

Date