

POLICIES

Please read the following policies, initial where indicated, and sign and date.

Fees & Withdrawal

- A \$15 late fee will be charged each month for all accounts not current by the 15th of the month. This pertains to tuition, costume fee, and recital fee. Tuition is due the first dance day of each month; that is a flat fee for the month regardless of its length.
- The enrollment fee, recital fee, and costume deposit are non-refundable. For those students participating in the recital, one-half month's tuition is required for the month of June. The dress rehearsal and recital are each regarded as a "hands on" lesson.
- Should you need to withdraw from any or all classes at any time rather than at the end of the season, you must give written notice to our office no later than the 1st of the month. To withdraw from all classes and obligations, a complete Withdrawal Form must be turned in to our office. If a Withdrawal Form is not received by the 1st of the month, you are responsible for continuing to pay tuition and late fees until the Form is turned in regardless of attendance.

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Recital

- It is not a requirement to participate in the annual recital, but a decision must be made by November 1st. We assume you will be participating unless you notify us by November 1st. As of November 1st, you become obligated to pay the total costume fee for your child even if the child discontinues.
- There is a flat fee for costumes. Costumes for dancers in Preschool-4th Grade will cost \$60. Costumes for dancers in grades 5-12 will cost \$70. Extra charges will apply to special orders. Full payment for costumes is due by November 1.

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Missed Class & Make-up Lesson

- The Studio closely follows the Olathe School District Calendar, however, we do not close for teachers' in-service and conference days.
- The first snow day or "instructors' sick day" that affects each class will not be followed by a make-up lesson. Should a second or subsequent snow/sick day occur for that same class, we will schedule a make-up lesson.
- No credit or refund will be given for classes missed by students. We do not grant a leave of absence for any student. Any time your child misses a lesson, that dance time may be made-up by attending one of our other classes.

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Miscellaneous

- We reserve the right to reschedule or cancel a class time for reasons of insufficient enrollment or instructors' professional discretion.
- Students should arrive for their lesson in their Studio attire **no earlier** than ten minutes prior to class time and be picked up **no later** than five minutes after class is over. We cannot be responsible for students before and after class time.
- Students must be three years of age by September 1st to start class in that same fall semester.
- Parents are encouraged to limit the number of persons brought to The Studio due to the size of our waiting room area. No food or drink is allowed in The Studio. Do not leave children unattended. The waiting room is a place of business; please be respectful of this space.
- The Studio is not responsible for personal injury of any student, or for stolen or lost articles.

I have read and understand the policies of The Studio school of dance, inc. and agree to abide by them.

Signature: _____ **Date:** _____