

Academy's Policies & Procedures for the 2011 – 2012 Academic Year

Please initial next to all policies and procedures, noting that you agree to them.

Please also print and sign your name on the last page of the document.

_____ Annual Registration Fee:

A non-refundable fee of \$20 per student, or \$40 per family is required at the time of registration to cover through the Academic Year. No registration fee is required for Summer classes.

_____ Payment of Tuition:

New Students: Must pay for a minimum of 8 weekly lessons up front. After which a monthly option is available (details in **Methods of Payment**).

Existing Students: Existing students are entitled to monthly payment option subject to method of payment chosen (details in **Methods of Payment**).

METHODS OF PAYMENT

Cash, Check, or Credit Card (we accept *Visa, Mastercard, Discover, American Express*)

~ Monthly Option by Cash/Check:

1st Payment = is 2 months upfront

2nd to Final Payment = Monthly (due by the 1st of each month)

A credit card must be provided to keep on file. The Academy reserves the right to make a charge to the credit card if monthly payment is not received by the 1st of the month.

~ Monthly Option by Credit/Debit Card:

The Academy must have a Credit/Debit Card on file for automatic billing. Billing will be conducted on the 1st business day of each month.

Group Classes: Are billed accordingly to payment plans associated with each group class.

_____ Missed Lessons:

***NO MORE THAN 2 MISSED LESSONS FROM THE STUDENT
WILL BE ALLOWED FOR MAKE-UPS!***

If a student misses more than 3 classes without written notices, the Academy reserves the right to withhold the student from participating in any competitions/performances (DANCE, MUSIC, AND ACTING).

_____ Consistent Lesson Time:

It is the responsibility of the student/parent to pick the best time for consistent lessons. If students are not able to meet that time for more than 2 times, the Academy retains the right to open that slot for other students.

_____ Withdrawal and Refunds:*

To discontinue any class, a thirty (30) days written notice is required (available at the front desk).

Withdrawal must be done in person – will not be accepted over the phone. Automatic payments after the thirty (30) day period will be cancelled. Clients who paid by check will receive their credit as check. The Academy reserves the right to terminate lessons of any students without notice for non-payment. Withdrawals will not be accepted after April 1 for the month of May due to upcoming performances.

***All personal crisis (i.e. family emergency, illness, etc.) causing class withdrawal prior to 30 days is under the discretion of the Director.**

_____ Attendance and Lateness:

Students are required to be on time. Repeated lateness will result in termination of lessons or class transfer. Warm-ups and tunings are a necessary part of the class to minimize injury.

_____ Inclement Weather Policy:

The Academy does NOT follow the weather closing schedule of the local school system. In cases of inclement weather, the Academy will notify all students who are affected (by 8am for morning classes and by 12pm for afternoon and evening classes). In many cases, weather and road conditions improve as the day progresses. However, should lessons be cancelled, the Academy will schedule a make-up for all cancelled classes.

Care of Students:

The Academy is not responsible for providing before or after class care for students. Parents with students under the age of 5 are asked to remain in the school during class. Students are not to be left at the school for excessive time before or after lessons. 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 lesson activity or any other activity conducted by the students before, during, or after lesson time.

Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of the Academy's activities such as recitals and dates the school is open and closed. The Academy will provide an annual calendar upon registration. The Academy does NOT follow the same holiday schedule as the local school system. *It is also the responsibility of the parent or adult student to inform the school of any address, e-mail, or telephone number change.*

Holidays NOT observed by the Academy for the Academic Year 2010-2011:

Monday 10/10 Columbus Day, Monday 1/16 Martin Luther King Day, Monday 5/28 Memorial Day

Photo & Video Release:

The Academy is hereby granted permission to take photographs and videos of the students to use in brochures, web sites, posters, advertisements, and other promotional materials created by the Academy. Permission is also hereby granted for the Academy to copyright such photographs in its name.

Dance/Fitness Program Addendum:

Dress Code:

Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear will result in students asked to sit out of the class. Repeated failure to wear required dancewear will result in termination of lessons. **Students are not permitted to wear jeans, skirts/dresses, or shoes worn on the street/outdoors to any dance/fitness class.**

Attendance and Lateness:

Late students may be asked to observe their class rather than risk injury because of lack of proper warm-up time. Repeated lateness will result in termination of lessons or class transfer. A minimum attendance level may be required for competitive classes. If a competitive student misses more than 3 classes without written notices, the Academy reserves the right to withhold the student from participating in any competitions/performances.

Injuries:

Dance is a physically challenging activity. While all due care is taken to provide proper warm-ups and instruction; 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 lesson activity or other activity conducted by the students before, during, or after lesson time.

Dance Recital and Costume Fee:

Costumes may be required for certain classes. We will notify parents as to what the costs will be. Costumes will always be arranged reasonably priced and with plenty of advanced notice. Costume fees must be paid in full by the posted date decided by the Academy. No costume fees will be refunded even if a student withdraws from the class. Costumes for competitive classes may require an additional fee depending on the cost of the costume.

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

TODAY'S DATE

PRINT STUDENT NAME HERE

APCA REPRESENTATIVE

SIGNATURE OF PARENT OR ADULT STUDENT