

## **School Policies & Procedures for the 2009-2010 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, \$40 per family is required at time of registration. Annual registration fees will be billed each academic year.

### **\_\_\_\_\_ Payment of Fees:**

**Private Lessons (for ALL disciplines):** A minimum commitment of 8 sessions is required. Your first payment will include the first 8 sessions in full prior to the first lesson. Thereafter, a monthly billing option is available. Tuition may be paid monthly by credit/debit card, cash or check (as long as we have a valid credit card on file).

**Group Lessons (for ALL disciplines):** All students are required to commit to the full semester for all semester long classes/workshops.\* All students are entitled to audit their first class and decide upon the end of that class whether or not they want to continue. If a student chooses not to continue s/he will be charged for that class only. If a student chooses to continue for the remainder of the class period, balance of tuition will be prorated to include your one class paid.

*Payments made by **cash or check** must be submitted at the front desk prior to the first lesson each month. Payments made by **credit/debit card** will be processed on the first business day of each month.* No lesson times will be confirmed without receipt of a credit card number. **All NSF (Not Sufficient Funds) transactions will be charged a \$25 NSF fee. This includes returned checks, as well as declined credit cards!** It is the responsibility of the client to inform us when card information has changed. *Summer session payment varies and is NOT tied to this agreement. Please call the Academy for the procedure for summer payment.*

### **\_\_\_\_\_ Withdrawal and Refunds\*:**

**Thirty (30) days written notice is required to discontinue any class.** Withdrawal **must be done in person** using a Withdrawal Form provided by the front office and **will not be accepted over the phone.** Withdrawal must be done with the **front office** and **not with the teacher.** Automatic payments after the thirty (30) day period will be cancelled. Clients who paid by check will receive their credit via check. The Academy reserves the right to terminate lessons to 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.*

### **\_\_\_\_\_ Missed Lessons\*:**

In order to keep tuition costs down, and focus on the quality of programming plus due to the fullness of our professional faculty schedules, the Academy can no longer offer credits, refunds, or make-ups for missed private lessons, unless such a miss is due to a weather closing or teacher absence. An exception is made for the summer session when monthly tuition is pro-rated based on advance notice of vacation plans. Students planning an extended absence from lessons during the school year may either hold their time slot with continued tuition payments or withdraw from the school, with the normal thirty (30) day notice, and re-enroll upon their return on a space and time available basis.

*\* All personal crisis (i.e. Family emergency, illness, etc.) causing missed lessons is under the discretion of the Director.*

Extra classes and recital rehearsals are already scheduled to allow for missed classes due to inclement weather or teacher absence. **NO MORE THAN 2 MISSED LESSONS WILL BE ALLOWED FOR MAKE-UPS!**

If a **teacher** must cancel a lesson, every effort will be made to provide another instructor from among our faculty. When another instructor cannot be arranged, a credit will be applied to the student's account. The administration of the Academy reserves the right to offer make-up lessons in the form of a master class or workshop. Credits that have not been applied to make-up lessons will automatically be applied towards the next monthly payment.

#### **Attendance and Lateness:**

Ensemble students are required to be on time. Warm-ups and tunings are a necessary part of the class to minimize injury. Repeated lateness may result in termination of lessons or class transfer. A minimum attendance level may be required for competitive/performance oriented classes. If a student misses more than **3** classes without written notices, the school reserves the right to withhold the student from participating in any competitions/performances.

#### **Inclement Weather Policy:**

The Academy does NOT follow the weather closing schedule of the local school system. In cases of inclement weather, an outgoing message will be recorded on the Academy phone line regarding whether or not the studio will close. Notices will be available 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, a credit will be applied to the student's account.

#### **Care of Students:**

The school 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.

#### **Parent's Responsibility to be Aware of Dates and Events:**

It is the responsibility of the parent or adult student to be aware of school activities such as recitals and dates the school is open and closed. The school will post notices on the music bulletin board as well as provide an annual studio calendar upon registration for each school year. The Academy does NOT follow the same holiday schedule as the local school system. It is the parent's responsibility to regularly check the music bulletin board to ensure they are informed of school events. 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 2009-2010:*  
***Monday 10/12** Columbus Day, **Monday 1/18** Martin Luther, **Monday 5/31** Memorial Day*

#### **Photo & Video Release:**

The Academy is hereby granted permission to take photographs and video 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:**

#### **Dance Recital and Costume Fees:**

Costumes may be required for certain classes. We will notify parents as to what the costs will be. Costumes are always reasonably priced with plenty of advanced notice provided. Costuming fees will be due by November 1 for Winter performances and April 1 for Spring performances. 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.

\_\_\_\_ **Dress Code:**

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

\_\_\_\_ **Attendance and Lateness:**

Lacking proper warm-up time, late students may be asked to observe their class rather than risk injury. Repeated lateness may 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.

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

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Please Print Student Name Here

\_\_\_\_\_  
Signature of Parent or Adult Student

\_\_\_\_\_  
Initial of APCA Representative