

## Policies and Procedures

**Registration:** A **non-refundable** registration fee of \$55/child (\$90/family) is required at the time of registration. For those participating in Priority Pre-Registration, a \$50 **non-refundable** tuition deposit is also required upon registration. This deposit will be applied to your 1st month's tuition–August 1, 2024. Registration is for the dance year August 1, 2024–June 9, 2025. **All tuition and other payments are non-refundable.**

**Payment of Fees:** Tuition must be paid automatically by bank account debit or credit card payment. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Tuition will be debited from your account or charged to your credit card the **1<sup>st</sup> day of each month August – June**. The 1<sup>st</sup> month's tuition is non-refundable and is payable upon registration. All charges will appear on your bank statement/credit card statement from The Dance Connection. Customer agrees to give authorization for any additional fees such as costumes, accessories & any other fees or purchases. These charges are all **non-refundable**. Company members agree to compete in three regional competitions and one national competition with all costs being charged to their account. All costumes, tuition, competition fees & any fees pertaining to company student's performances are all **non-refundable**.

**Payment that is not through auto debit/credit may incur a \$15.00/month service fee August–June for paperwork.**

\*\*\*Tuition does not include extras such as solo, specialty, competition or outside performances fees.\*\*\*

**Late fees:** A \$40.00 late fee will be charged to each child's account for tuition that is 7 days past due and for costume payments that are not made by October 20<sup>th</sup>. This late fee cannot be reversed once it has been charged to your account.

**NSF Payments/Expired Cards:** The Dance Connection ("DC") may electronically charge your bank account/credit card for the combined total of any amount that was declined plus a \$40 NSF/expired card fee. It is the Customer's responsibility to inform DC of any card expiration date change and it is their responsibility for NSF fee that may result because of failure to notify DC of this change. DC is not responsible for notifying you that your credit card expiration date is approaching and will not be monitoring expiration dates.

**Past Due Accounts:** Any accounts that are more than 60 days past due will result in having the student sit out and not participate in class until account is paid in full.

**Payment Changes During Year: If you change payment monthly from one credit card to another or cash or check a \$10.00 fee may be charged each change.**

**Costume Fees:** October 20<sup>th</sup> a \$125.00 costume fee/class/child for the year-end recital will be charged to your child's DC account. No costume fees will be refunded after this date even if a student withdraws from DC. *Competitive classes* ("Company students") require more than one costume fee. Company Costume fees are \$145.00 per costume. Company students costume payments will be broken up into 2 payments. The 1<sup>st</sup> payment - October 20<sup>th</sup> and 2<sup>nd</sup> payment - November 5<sup>th</sup>. Please refer to your company guidelines for specific information. Company students that have not withdrawn from DC before October 10<sup>th</sup>, are responsible for ALL costume fees. If a parent requests a costume be exchanged, parents may be responsible for the shipping charge to process the exchange.

**Withdrawal and Refunds:** There is a 2-month minimum for all lessons. One month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person, at the front desk, and will not be accepted over the phone or email. A **withdrawal fee of \$50.00** will be charged to your credit card. Withdrawal must occur within the first 7 days of the month. No withdrawals or reduction of tuition will be accepted after April 1<sup>st</sup>. To withdraw from classes a parent or adult student must:

1. Inform the DC administration **in person**.
2. Complete and sign **withdrawal form** provided by DC.
3. All automatic bank debiting or credit card charges will stop after the one month notice period.

Any refunds (which include a deduction of 4% credit card processing fee) will be handled by DC and parent/guardian will not contact the credit card company for credit.

**Extreme Weather or Unexpected Interruption of Classes:** If DC must cancel classes due to extreme weather or events beyond our control, no refunds for lessons missed will be given.

**Virtual/Online Classes:** DC reserves the right to transition from in-person studio classes to virtual/online classes if necessary for the health and safety of students and families. The cost for these virtual classes will remain the same and will not be discounted or refunded.

**Substitutions:** DC reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If the teacher is ill and a substitute cannot be arranged, make up classes will be made available.

**Choreography:** All routines choreographed at DC and/or by a DC teacher can only be performed or competed under the DC name authorized by Laurie Nazarian Knott.

**Dance Dress Code:** Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in the student being asked to sit out the class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.

**Parental Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or the adult student to be aware of all DC activities such as recitals, extra classes and dates the studio is open or closed. DC will post all such notices on our Website and send emails. It is the parent's responsibility to regularly check to ensure they are informed. It is also the responsibility of the parent or adult student to notify DC of any change of address, phone number or email.

**Care of Students:** DC is not responsible for students left at the studio for excessive time before or after scheduled class time.

**Injuries:** Parents or legal guardians of students waive the right to legal action for any injury sustained on studio property resulting from dance/gym/cheer activity or any other activity conducted by the student before, during or after class.

**Photo Release:** DC is hereby granted permission to take photographs of students to use in brochures, websites, posters, advertisements and other promotional items the studio creates. Permission is also given for the studio to copyright photographs in its name.

**Annual Recital:** There is an annual recital in June. Tickets may be purchased in April or May.

**Release and Hold Harmless:** I hereby release and agree to hold DC harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the studio, or that may otherwise arise in any way in connection with any services received from DC. I understand that this release discharges DC from any liability or claim that I, my heirs, or any personal representatives may have against the studio with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from DC. This liability waiver and release extends to the studio together with all owners, partners and employees.

**Signing:** By signing this registration form/agreement and/or checking the box if registering online, I agree to all terms on both sides of the form.