

# FOOTLIGHTS DANCE STUDIO POLICIES AND PROCEDURES

PLEASE INITIAL TO THE LEFT OF EACH SECTION

## \_\_\_\_ TUITION

Tuition is due THE FIRST OF EACH MONTH regardless of when your first class of the month falls. Footlights Dance Studio does not mail out reminders or bills for tuition. If you are enrolled in our AUTO PAYMENT PLAN with a credit or debit card, a written notice is required on or before the last day of the month to avoid having your card charged for the proceeding month. (See dis-enrollment section for more info). In the event that a credit/debit card is refused or returned as un-payable, the customer will be responsible for full transaction charge plus any fees charged by the banking establishment to Footlights. It is the customer's responsibility to notify Footlights of any changes in their payment information. Any unpaid balance may result in the removal of student from classes.

As a courtesy to our customers, a *grace period is extended through the 7th of each month* and after the 7th, a \$15 late fee will be assessed to any tuition received late **beginning on the 8th of the month**. If the late tuition is received without the late fee included, the late fee will be added to the following month's tuition. Tuition rate is constant: some months have less than 4 weeks and others five. The tuition does not change. Also, the tuition amount does not change if the student is absent. It is the student and parent's responsibility to attend a make up class if desired.

## \_\_\_\_ DISENROLLMENT

If the student needs to be dis-enrolled FOOTLIGHTS DANCE STUDIO *requires a written notification prior to the first of the proceeding month* or tuition is due for that month. If the student misses more than 2 weeks and tuition is delinquent, Footlights reserves the right to withdraw the student from the class and give said student's position in the class to another waiting student. Tuition will still be due for ALL unfulfilled classes. No refunds will be given for any students who have trouble adjusting to a dance class setting, are removed from the class for behavior issues, cry and refuse to go in or other behavioral reasons.

## \_\_\_\_ ABSENCES

As previously stated, if a student is absent, the tuition rate does not change. The student may make up a maximum of 2 class days per semester, by attending another class or another kind of class. THE PARENT OR STUDENT should contact the studio for possible days and times. Additionally, it is the policy of FOOTLIGHTS DANCE STUDIO not to return tuition payments for lessons not fulfilled. If it is necessary for the student to be excessively absent, other arrangements may need to be made with the director or assistant directors. As payment is still due, on rare occasions it may be preferable for the student to withdraw and re-enroll at a later date, however, the student's place in class may be forfeited to a prospective student.

## \_\_\_\_ LIABILITY

IT IS UNDERSTOOD that in dance, as in any physical activity, there is an inherent risk of injury. By acknowledging this document, the parent or legal guardian acknowledges that this risk is present in the student's dance class and will not hold FOOTLIGHTS DANCE STUDIO or any representative of FOOTLIGHTS DANCE STUDIO responsible for any such injury. Furthermore, the parent/legal guardian and student should make known to the instructor and the studio director any past injuries, or medical conditions that could affect the performance of the student in class.

## \_\_\_\_ PHOTO RELEASE

Footlights Dance Studio has my permission to use my child's photographic image on its website, advertising or other business appropriate means. Photos taken by Footlights are the property of Footlights.

## \_\_\_\_ MICELLANEOUS

\* FOOTLIGHTS DANCE STUDIO, in place of an admission cost to its year end recital, requires a recital fee. This fee covers all recital costs except the costume. Students are not required to participate in the recital.

\* FOOTLIGHTS DANCE STUDIO will attempt to keep costume costs to a minimum, however, the parent/legal guardian or adult student is responsible for the purchase of recital costumes, and therefore will own said costumes. The costume payment is **due in full by November 1st of 2011**. Payments may be made any time prior to 11/01/11. A late fee no greater than \$15 may be applied to any account with a past due balance for costumes on 11/08/11. Costumes will not be ordered until payment is received in full. If my account has a balance due for any past tuition, late fees, or other charges, my costume is kept until my account is paid in full..

\* If a student must drop or be withdrawn for lack of payment, the student will be notified when the costume(s) is in, and will have 30 days from notification to pick up costume(s) if my account is brought current. After 30 days, the costume(s) will become the property of FOOTLIGHTS DANCE STUDIO. **NO REFUNDS** are made for costumes.

\* FOOTLIGHTS DANCE STUDIO charges a \$15 fee for returned checks.

\* FOOTLIGHTS DANCE STUDIO, is a Christian owned and operated business and appropriate behavior will be expected from students, parents/guardians, staff and instructors. We reserve the right to refuse service to or remove from class those we feel do not meet these expectations (parents or students). No refunds for are given in this instance.

I am the parent or legal guardian (or 18 years or older) of \_\_\_\_\_ and have read, understand, and accept the policies and procedures of FOOTLIGHTS DANCE STUDIO. **Furthermore, I received a copy of Footlights "Holidays/Fees" schedule.**

Please initial **only one**... "do" or "do not"

\_\_\_\_ Please DO administer non-aspirin pain relief medication to my child if needed.

\_\_\_\_ Please DO NOT administer non-aspirin pain relief medication to my child.

\_\_\_\_ Please be advised of the following medical conditions or learning challenges of this student so that we may better serve your child in class:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_