

Dance Tech Academy Policies and Procedures for Parents and Students Academy Year, June 01, 2011 through May 31, 2012

www.dancetechacademy.com

Registration: A yearly non-refundable fee of \$35 per student is required at registration: or a non-refundable fee of \$15.00 for summer session only and for non-performing classes such as Tumbling, Technique and most Adult classes.

The registration fee is like a yearly Sam's Club or health club membership fee – it helps covers administrative expenses, insurance, additional rehearsals, supplies, building maintenance and cleaning, holiday parties, and student awards. The registration fee also helps offset some, not all, recital costs and employees' time in creating printed information and correspondence materials.

Tuition Payment: Tuition must be paid by pre-authorized automatic monthly payment (AutoPay) or in full by debit or credit card, money order, cashier's check, cash, or personal check – which will have an immediate financial transaction through AutoPay. Dance Tech does not accept cash, credit card or bank debit payments for monthly walk-in payments. DTA cannot fully register a student without setting up a monthly payment program through AutoPay, or process a one-time full payment pre-pay.

With DTA's student body, it would be chaotic to have parents line up each month to pay for the monthly lesson fee. Furthermore, the vast amount of delinquent (bounced) checks, and the time spent collecting monies from walk-in payments, has forced DTA to make the business decision to use AutoPay.

When using AutoPay, you must sign an AutoPay authorization form. Once completed, tuition will be debited from your bank account on a select day of your choosing, from the 1st, 5th, 10th, 15th, or the 20th or 25th of the prior month. The first month is non-refundable.

If paying by check, a Dance Tech administrative assistant will process the check through AutoPay, in the same manner as a debit card -- this to immediately verify available funds; processing a check in this manner is authorization to begin monthly AutoPay transactions. If the check is a money order or cashier's check, with the amount written out for the semester's full amount, Dance Tech will accept this.

If, for any reason, an automatic payment is declined, the customer will have 15 business days, or three weeks from the time of receiving notification of the declined payment (either via mail, email, or telephone). A declined payment will result in an automatic \$20.00 late fee being applied to the account. If payment is not cleared up within the allotted 15 business days time period, DTA's system will automatically drop the student from their class. The student cannot return to class until payment is made for the instruction DTA provides. If a child drops from their class, as explained above, the account must be cleared in order to re-enroll the student in class.

Costume Fees: Costume fees for the Toddler classes are \$68, Pre-Team and JBT classes are \$86, DT Cheer is \$78, Combo Tech and Hip Hop classes are \$75, and all are due by Oct. 1st. The costume fee is non-refundable. JBT, Pre-Team & Toddler classes will also need a pair of black leather ballet shoes (no satin please) for their performances -- unless the instructor chooses to use a different color for their costuming -- in which case they will notify you in time to get a different color. Parents can purchase these at Dance Tech's store for \$13 plus tax. Students will also need leather ballet shoes for each weekly class (no satin please). Students may wear their black performing ballet shoes to class or purchase a second pair in any color.

Hip Hop classes require a matching pair of street shoes. Do not purchase these until the instructor has specified what color. Cheer shoes will be needed for DT Cheer and Jazz or Lyrical shoes for Combo Tech classes -- do not purchase until instructor has specified.

There is no costume fee for the summer session, except when enrolling in a parade team or other summer performance class, in which case it will be explained when registering for the said class.

Students in JBT and Tap classes will need a pair of black tap shoes (no tie-up shoes please) for class; which may be purchased at Dance Tech's store for \$19 plus tax. Boy's tap shoes have a slightly higher cost. Students in Clogging classes will need a pair of white

clogging shoes which may be purchased at DT's store for \$60 + tax. Students in JBT classes will not need their tap shoes until November -- unless the instructor chooses to teach a tap routine first -- in which case they will notify you in time to get tap shoes. Clogging and Tap costumes are handled by the instructor, but the cost is usually less than the above costume fee mentioned.

DT Company, DT Minis, and Competing Hip Hop Team fees are divided into two payments (amounts explained on individual class contracts), first half due on September 8, and the second payment due by November 3.

Costume fees may be paid through your AutoPay account with a signed permission form to run the AutoPay transaction on your account. You may also pay costume and competition fees with debit or credit card, cashier's check or money order. Team warm-ups are not included in the costume fees; these will be available for order, or purchase from our dancewear store, as well as the required makeup and jewelry and optional team dance bags.

Dance Tech will not distribute to the student or parent his or her costume(s) until the costume(s) is/are paid for in full. If the student has a performance or competition, and the costume has not been paid for, the student will not perform.

Extreme Weather or Unexpected Class Interruption: If Dance Tech must cancel classes due to extreme weather or events beyond DTA's control, such as power outages, a make-up lesson may occur without charge; however, no refunds will be given for lessons missed due to extreme weather or unexpected interruption.

Locker Rental: Students may rent lockers from Dance Tech at a monthly fee of \$8.00 per month, payable in full for the Academy year or payable monthly as an add-on fee to the normal monthly fee transaction. The first month's rent is pro-rated for the days remaining.

Dance Tech is not responsible for forgotten lock keys. Dance Tech is not responsible for lost or misplaced items.

If the student damages or vandalizes his/her locker, Dance Tech will add the cost of repair or replacement the locker to the parent's or adult student's AutoPay account.

Class Withdrawal and Refunds: If a student drops out after one month from their starting date, their account will be charged until the end of the contract or **three month's tuition**, whichever is less. There is \$250.00 withdrawal fee for competing teams, if a student drops after October 1. Having members quit is not fair to the remaining students, **DTA is unable to fill the vacancy and is unable to return costumes and there are no refunds given.**

There is a one-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Dance Tech requires withdrawals be done in person, at the Academy office and not with the teacher. Withdrawals will not be accepted over the phone. No withdrawals will be accepted after April 1. To withdraw from class(es) a parent or adult student must:

1. Inform Academy administration in person, and
2. Complete and sign a withdrawal form provided by the Academy's office.

AutoPay will stop three months after the written notice date.

Dance Tech Academy reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

Transferring and Joining Later in the Year: If a student transfers to another class after October 1st, they will be charged an additional \$10 costume fee. New students joining after October 15 will be charged an additional \$10 for costumes. This is to offset the costs of single ordering.

No student transfers or new student registers will be allowed for performing classes or competing teams after December 31; no costumes can be made available after December 31. If a student joins a class in the middle of the month, their first month's fee will be pro-rated.

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 may result in lesson termination. Students are not permitted to wear jeans, or shoes worn on the street or outdoors, to any dance class, unless specified by the instructor. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.

Ballet dress code is more strict, as is required by the professional nature of the class (this does not include JBT or other classes with some ballet learned in the class). Students in the **Ballet only classes must** wear a black leotard, pink tights, and appropriate ballet shoes. Pre-Ballet students may wear full soled leather ballet shoes. However, all other Ballet classes, beginning through advanced, must wear a **split-soled, pink ballet shoe** (whether in canvas or leather.) The only extra clothing permitted will be a sheer ballet skirt and legwarmers. Students are not to wear shorts, shirts or tank tops over their ballet attire. Also, hair **MUST** be pulled back in a bun (or pinned back if too short for a bun), and no bangs in the face. Failure to comply with these requirements will result in the student being asked to sit through the class and take notes; further non-compliance could result in the loss of lessons.

Attendance: Dance Tech reserves the right to have students who come late to class, to sit out the class. Chronic absenteeism or tardiness may result in lessons termination. A minimum attendance is required. If a student misses more than 4 classes without written notices, DTA reserves the right to terminate the student's participation. Students missing more than 4 classes after January will not be allowed to participate in the year-end dance recital, festivals or competitions.

Parent's Responsibility to be Aware of Dates and Events: Dance Tech does its best to provide multiple lines of communication to keep you and your student informed. These lines of communication include our website, facebook, emails, twitter, notes, texts and our Google calendar. However, it is the responsibility of the parent and/or student to obtain the information. It is imperative, and in your best interest, to have an ACTIVE email account with which DTA can send up-to-date communications, to also give DTA a cell phone number and to sign up to follow or become a fan of these networking tools. It is not Dance Tech's responsibility to track down parents to give notes or calendars who do not come into the Academy to receive this information. To avoid missing any important information, take advantage of the many lines of communication we have available to you and your student. DTA will post all such notices on **www.dancetechacademy.com/news** and on **[Dance Tech Academy Facebook page](#)**.

Phone and Address Change: It is the responsibility of parents or adult students to inform DTA of any address or phone number change.

Student and Child Care: It is not Dance Tech's responsibility to provide before- or after-class care for students; simply, students are not to be left at the Academy for excessive time before or after class. Parents with children under the age of 5 should remain at the Academy during that child's lesson.

Dance Tech does not provide child care. If bringing other children to the Academy, the parent(s) are responsible to ensure their child(ren) is/are supervised, they do not disturb students, classes, or instructors, do not pound or tap on the doors or windows, and the facility and its equipment are respected. Vandalism and disrespect to the facility will not be tolerated. Parents are to clean up after their child.

Respect and Lines-of-Communication: Dance Tech will not tolerate any violence, contention or threats at its premises, be it to students, parents, instructors or staff.

Dance Tech has an open door policy. Questions or complaints may be given to the on-duty administrative assistant, or to the applicable instructor – after he/she has completed their teaching, and they are not in the presence of other students or parents – or to the department head instructor, or to Dance Tech's owners; these individuals' names will be provided at your request. Complaints that are solely personal in nature, highly contentious, meant to demean, humiliate or hurt an instructor, student, a student's parent(s), or office staff, will not be addressed, and may lead to the parent being directed by Dance Tech's owners to be absent from the facility during practice time, for such a time period as deemed necessary.

Substitutions: The Academy reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the Academy cannot arrange a substitute, any missed classes will be made up.

Food and Drink: Other than water in a sealable container, no food or juice, soda-pop, dairy products, or liquor are allowed into the studios (liquor/alcohol not allowed at all on the premise); however planned instructor- and staff-supervised parties/events have exception to this. Vending machines are available for student and visitor use, however food or drink must be consumed away from the studio floors. Alcohol, smoking or drugs are never permitted at Dance Tech Academy, or at any of its performances, programs, recitals or competitions. Such will incur immediate termination without refund.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on Academy property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: Dance Tech Academy is hereby granted permission to take photographs of the student to use in brochures, web sites, posters, advertisements and other promotional materials. Permission is also hereby granted for the Academy to copyright such photographs in its name.

Miscellaneous: Parents and adult students are to be aware that Dance Tech promotes healthy body image among the students. Dancing is physically demanding and proper body care is essential.

Parents and students must also be aware that those who were chosen to represent Dance Tech on their competing teams, have contracted with us NOT to consume alcohol, use illegal drugs or smoke; and work on keeping themselves healthy, all the while upholding Dance Tech's healthy image. Because our good name and the welfare of our students are important to us, those on our teams must also comply with our moral standards. Promiscuity and teen pregnancy will not be tolerated while a student is on a Dance Tech Competing Team.

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

Parent or Adult Student Signature and Date: _____/____/____/____

Student Signature and Date: _____/____/____/____

FOR OFFICE USE ONLY

→ Administrative Assistant: After parent and student provides their signature, provide your receipt acknowledgment by printing, signing and dating the form; then make copy(ies) for the parent and student, and file original.

Administrative Assistant Signature and Date:

Signature: _____ **Date (M/D/Y):** _____