

# Dance Tech Academy Policies and Procedures for Parents and Students Academy Year, June 01, 2016 through May 31, 2017

[www.DanceTechAcademy.com](http://www.DanceTechAcademy.com)

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**Registration:** A yearly non-refundable fee of \$40 per student (\$20 for non-performing classes, most adult classes, and the following session classes: summer session, September – December session, and February – May session) is required at registration.

This helps cover administrative expenses, insurance, additional rehearsals, supplies, building maintenance and cleaning, holiday parties, year-end trophies and other student awards. The registration fee also helps offset some recital costs and employees' time in creating printed information and correspondence materials.

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**Tuition Payment:** Monthly tuition for the school year session is calculated from September through May. Holidays and performances are calculated in. Full payment is due each month, even if a student misses any classes during that month. **Summer session is two months** with the week of July 4th off, and another week added to make 8 weeks. Tuition is non-refundable.

**Tuition must be paid by pre-authorized automatic monthly payment (AutoPay)** by using a checking or savings account or with a debit or credit card account (processing fees apply); **or by full payment for the session. If using any credit card or debit card for payments there is a charge of \$1.50 per month to cover processing fees.** When using AutoPay, an AutoPay authorization form must be signed. Once completed, tuition will be debited from the authorized account on file on a select day of **your choosing, from either the 1<sup>st</sup> or 10<sup>th</sup> of the month. DTA cannot fully register a student without setting up a monthly payment program through AutoPay, or process a one-time full pre-pay payment.**

Customers who do not wish to use their Auto-Pay account for any given month's tuition may bring in another form of payment **before** their scheduled Auto-Pay date. If paying by check, a DTA administrative assistant will process the check through AutoPay, in the same manner as a debit card to immediately verify available funds.

**A declined payment will result in an automatic \$10.00 late fee** being applied to the account, as well as additional \$10 fees every 30 days until account is up to date. If payment is not received within 30 days after it has been declined, students will not be allowed to attend class until payment is made. Accounts will be billed for 60 days after a student has dropped for any reason.

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**Costume Fees:** Costume fees for performing classes are as follows: **Toddler classes \$68, Pre-Team, DT Cheer and JBT classes \$84, Combo Tech and Hip Hop classes \$78, and Session classes \$48.** All are **due by Oct. 1<sup>st</sup> (Spring Session classes are due by Feb. 15<sup>th</sup>).** The costume fee is non-refundable. Costume fees do not include tights or shoes. Dancers will need to purchase performing tights in the color specified by the instructor. **Toddler & JBT** classes will need a pair of **black leather ballet shoes** (no satin please), and **Pre-Team & Combo Tech** classes will need a pair of tan half-soles 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. 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 ballet or jazz shoes or sandals for **Combo Tech** classes -- do not purchase until instructor has specified.

**There is no costume fee for the summer session.**

Students in **JBT** and **Tap** classes will need a pair of black tap shoes (no ribbon tie-up shoes please) for class, which may be purchased

at Dance Tech's store. **JBT classes will not need their tap shoes until December** – unless the instructor chooses to teach a tap routine first, in which case they will notify you in time to get tap shoes.

**DT Company, DT Smalls, DT Minis, Pre-Minis, E-Teams and Competing Hip Hop Team** fees and due dates are explained on individual class contracts.

Costume fees may be paid through your AutoPay account with a signed permission form to run the AutoPay transaction on your account. Team warm-ups are not included in the costume fees; these will be available for order from our dancewear store, as well as optional team dance bags.

Dance Tech will not distribute costumes to the student or parent 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.

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**Extreme Weather or Unexpected Class Interruption:** If Dance Tech must cancel classes due to extreme weather or events beyond DTA's control, we will notify students via email, as well as post to our Facebook page and our website News page. No refunds will be given for lessons missed due to extreme weather or unexpected interruption.

**Class Withdrawal and Refunds:** Students have a one-month trial period with no penalty for discontinuing classes. There is a one-month minimum for all lessons. After the one-month trial period, **a 60-day notice is required** to discontinue any performance classes. 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.** DTA requires withdrawals be done with the Academy's office administrator and not with the instructor. 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 Dance Tech Academy administration in person, and
2. Complete and sign a withdrawal form provided by the Academy's office.

**AutoPay will stop 60 days after the written notice date** (or 30 day notice on non-performance classes).

Dance Tech Academy reserves the right to terminate lessons to any students without notice. In such a case AutoPay will terminate at the same time as the lessons are terminated. No refunds will be issued for tuition, costumes, competition fees, or any other fees already paid at the time of termination.

**Transferring and Joining Later in the Year:** Students who join or transfer to a performing class after October 1st will be charged an additional \$10 for costumes to offset the costs of single ordering. If a student joins a class in the middle of the month, their first month's tuition fee will be pro-rated.

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**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 of the class. 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. Hair must be out of face and longer hair tied back.** **Ballet classes** require a black leotard, pink tights, appropriate ballet shoes, and hair pulled into a bun. Students are not to wear shorts, shirts or tank tops over their ballet attire. Failure to comply with the dress code may result in the student being asked to sit through the class and take notes. Further non-compliance could result in the loss of lessons. Please refer to our website ([www.dancetechacademy.com](http://www.dancetechacademy.com)) under the "Classes" tab for specific dress codes for each class.

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**Attendance:** Dance Tech reserves the right to have students sit out if they are late to class. Chronic absenteeism or tardiness may result in student being asked to sit out of upcoming performances and/or 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.

**Parent's Responsibility to be Aware of Dates and Events:** Dance Tech Academy provides multiple lines of communication to keep you and your student informed including our website, Facebook, and most importantly email. 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, as well as give DTA a cell phone number and sign up to follow or become a fan of these networking tools. We rarely, if ever, give out hard copy notes to students, as they do not always make it to their parents and we try to be environmentally friendly. Parents who prefer to receive hard copy notes instead of emails must check with DTA regularly and come in to the Academy to have them printed. It is not Dance Tech's responsibility to track down parents to give notes, calendars, or other information. To avoid missing any important information, take advantage of the many lines of communication we have available to you and your student.

**Phone and Address Change:** It is the responsibility of parent or adult student to inform DTA of any contact information change.

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**Student and Child Care:** Students are not to be left at the Academy for excessive time before or after class. DTA is not responsible for children outside of their scheduled class time. 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)/guardian(s) are responsible to ensure their child(ren) is/are supervised, and that they do not disturb students, classes, or instructors, and that the facility and its equipment are respectedd. Vandalism and disrespect to the facility will not be tolerated. Parents are to clean up after their children.

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

DTA has an open door policy. Questions or concerns 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 directors. 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 DTA's owners to be absent from the facility during practice time, for such a time period as deemed necessary.

**Substitutions:** Dance Tech 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 DTA cannot arrange a substitute, any missed classes will be made up.

**Food and Drink:** Other than water in a sealable container, no food or drink are allowed into the studios. 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.

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**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.

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**Release:** I understand that there are inherent risks associated with dancing and related activities, and I understand it is my responsibility (and not the responsibility of Dance Tech Academy) to maintain medical insurance for my child(ren) listed below, while enrolled at Dance Tech. I agree to release Dance Tech, and all Dance Tech instructors and personnel from responsibility of personal injury, loss of property, and all other hazards that may occur to my child(ren) while participating in activities related in any way to their association with Dance Tech. I also authorize Dance Tech Academy to obtain emergency treatment for my child if they are injured or become ill during said activity. I waive the right to any legal action for any injury sustained on Academy property resulting from normal dance/tumbling activity or any other activity conducted by the students before, during or after class time.

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

**Parent or Adult Student Signature and Date:**

Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

1. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

2. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

3. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

4. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

5. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

6. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

7. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

8. Student Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

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**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): \_\_\_\_\_