



School and Class Policies

Registration & Enrollment

1. The non-refundable annual registration fee for each new student is \$50. Space will be held in class upon (1) Payment of the registration fee, (2) payment of the first session tuition, and (3) the receipt of the registration form.
2. The registration fee for returning students is \$20.

Tuition and fees

1. Children's class tuition is payable by semester, and is due in the first class of each semester. After a grace period of 10 days, a \$25 late fee will apply.
2. Adult class tuition is bi-monthly, and is due in the first class of the starting month. Adult students can choose to pay drop-in "hourly" tuition if they can not attend every class in a month.
3. Drop-in class tuition is \$30/hour
4. No partial tuition. Missed class has no money value. Makeup class is based on teacher permission. Makeup credit is not transferable.
5. Other known fees include costume, performance and photo session. Every year our school puts on an annual showcase and all students are given the opportunity to showcase what they have learned to parents and friends in a professional setting. Costumes are specially ordered for and paid by the participating students. Each participating student also contributes a performance fee and photo fee to help defray the cost of the showcase.
6. Missed attendance will impact class plans. To encourage regular attendance and makeup to keep the teaching schedule according to plan, we may require a yearly \$50 deposit at the beginning of the year. Every missed class without makeup in two weeks will result in \$10 deduction in the deposit.

Arrival/pickup time

1. For proper warm up and safety reasons, any student arriving later than 15 minutes into the class shall wait at the side of the classroom until receiving instructor's permission to enter.
2. Students under age of 7 must be accompanied by an adult and should be taken to the bathroom prior to class.
3. Parents/guardians must pick up students promptly at the end of class.

Class behavior

1. Respecting your teacher and your fellow classmates is the number one lesson in the dance class. Silence and attention is required at all times during class.
2. All students should listen when the teacher corrects another student, as these suggestions may also apply to them.
3. Students should arrive with proper dance attire, with hair properly secured
4. No food, drinks (except bottled water) or chewing gum in the classroom at all times.



Absence/missed classes

1. Students are required to notify the school prior to absence so impact might be assessed. Absences prevent the student from learning the material necessary to keep pace with the class and might adversely impact class progress as a whole.
2. No class credit will be given to unexcused absence.
3. Make-up class must be completed within two weeks of the missed class.
4. If a class is canceled due to an emergency, the class will be made up at a different time/date, or the student may attend another class as a make-up.
5. Performance is a great training class. We encourage and find performance opportunities for our students. If a performance event happens to be at a time of the respective students' class time, it counts as a regular class.

Refund Policy

1. We understand all families have various things happening that may not be totally under their control. When presented with a reasonable reason to quit a class, we will refund partial tuition. All prior classes in the session will be counted as drop-in (\$30/hr). No credit for missed classes prior to refund request.
2. Every refund incurs a \$50 processing fee.
3. Registration fee is not refundable

Holidays

- *Independence Day*
- *Thanksgiving Week*
- *Christmas & New Year: Dec 24th ~ Jan 1st.*