

# DANCE INSTITUTE

## 2021-2022 Policies & Procedures

Welcome to Dance Institute for the 2020-2021 Dance year! We are so happy to have you! Please take time to read and understand our studio policies and procedures. We request that you keep all emails throughout the school year, as you receive them from Dance Institute.

If any parent/student wishes for a private conference concerning personal dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be filled with joy and personal growth. The entire faculty and staff wish you a fantastic year of dance!

### Withdraw/ Cancel policy:

To terminate enrollment, prior to August 25th, 2022, ONE FULL BILLING CYCLE NOTICE IS REQUIRED. **You must sign and turn in a Dance Institute cancel form BEFORE the 1<sup>st</sup> of the month in which you plan to cancel.** YOUR LAST MONTH OF TUITION WILL BE CHARGED ONCE YOUR WITHDRAW HAS BEEN RECEIVED! Therefore, tuition is due for the month in which you plan to end enrollment. Monthly tuition will continue until the office receives a signed DI form. (Example: a cancellation form received between April 1<sup>st</sup> and April 30<sup>th</sup> will terminate your tuition effective May 31<sup>st</sup>)  
NO STUDENT MAY CANCEL AND RE-ENROLL WITHOUT FULL REPAYMENT OF REGISTRATION FEE.

### Adding/ Dropping Classes:

Anytime a class is added or dropped, a parent MUST fill out an ADD/Drop Class Form. **This must be done by the 15<sup>th</sup> of the month, to make necessary changes to your tuition for the upcoming month.** If the form is received after the 15<sup>th</sup> of the month, you will be responsible for the tuition of the dropped class for the following month.

### \*\*Payment & Tuition\*\*

Enrollment is from September 7, 2021 - August 25, 2022 and is an ANNUAL tuition based on the number of dance hours per week. Monthly payments will be made in 12 equal installments. Tuition will be charged to your credit card on the **1<sup>TH</sup> OF THE MONTH**. If the card on file is **declined, an additional charge of \$10 will be added to your account.** If payment is not received before the 5<sup>th</sup> of the month a \$15 late fee will be assessed. This late fee will increase by \$10 every 10 days until tuition has been paid. Tuition is non-transferable for missed classes including holidays or vacations.

\*Primrose only classes: All Primrose clients have an additional \$5.00/mo. fee for transportation.

### Spring show & Costume Fees:

Spring show fee is \$65 (NON- REFUNDABLE) for each dancer (sibling discount applies). Spring show fee includes 2 complimentary adult tickets per dancer, if tickets are claimed using your coupon code given tututix pre-sale time. If a dancer cancels enrollment the 2 complimentary tickets will be forfeited. Spring show fee payments are applied toward the rental of the auditorium, staff, sets, etc. Please avoid conflicts and make recital your number one priority that day. Spring show, tech, & dress rehearsal is an all day event for instructors and students. If you have more than one child dancing, or in in multiple classes, plan on your child being in both shows. We will hold a studio-wide dress rehearsal & tech rehearsal for classes performing in spring show.

**A non- refundable costume deposit of \$30/ class will be charged at the same time as spring show fee.** Costume balances will be emailed out for your A late fee of 15% (of your total costume amount) will be applied if paid after due date.

**Costumes cannot be returned or refunded.**

Student of the Month:

Student of the month is based on the following criteria:

**Attendance** - should be perfect to be considered.

**Attire & Grooming**- wearing the appropriate dance attire or uniform and hair must be pulled back in ponytail/bun (refer to DI dress code).

**Attention in class, retention** and **behavior** is also considered when determining student of the month.

The student that has received the most "Student of the Month" certificates throughout the year will be in the running for student of the year. The student of the year will be announced at Spring Show.

There is a student of the year for each age group and one overall.

The dancer that wins in their age group will receive one month's free tuition the following season.

The dancer that wins overall, will receive an 100% tuition scholarship the following season!

#### In case of bad weather:

In the case of bad weather, Dance Institute follows Leander ISD for all weather situations. If there should be a question as to whether or not class will be held, you can check our website for more information.

#### **\*\*Additional Studio Policies\*\***

1. Arrive to class on time- Based on instructors discretion, a late student, may not be permitted to take class, yet will be expected to observe.
2. For safety reasons we ask that your child use the restroom before class begins. Students may not leave class without their teacher's permission.
3. Act respectfully and appropriate. Bullying, disrespect to others, or foul language will not be tolerated.
4. Students should carry all belongings into the studio with them. DI is not responsible for any personal items left in studios or lobbies. If any belongings are found left behind, they will go to our lost and found, which is donated to Goodwill at the end of each semester.
5. Food & gum are not allowed in the studios. Water and beverages should be in containers with screw tops. Please clean up after yourself and help us keep Dance Institute clean.
6. We ask that observers stay away from the glass doors and windows, as it can be very distracting to the instructors and dancers.
7. Children under the age of 8 should not be left unattended in waiting areas.
8. Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for others. We trust that following our classroom etiquette will provide an environment whereby classes at **Dance institute** will be a pleasure for all concerned.