

## Policies and Procedures

### **TUITION**

\*Due the 8<sup>th</sup> of each month.

\*\*Bills will not be sent home, tuition should be placed in tuition box, or handed in to the office. Payments can also be mailed directly to the studio

\*Payments can be made by cash, check, or credit card (Visa and MasterCard are accepted).

\*A \$25.00 service fee will be charged for all returned checks.

\*A late fee of \$15.00 will be incurred after the 8<sup>th</sup> of each month. Students with outstanding balances will not be permitted to attend classes until their balance is resolved.

\***Summer fees** are due prior to and or upon summer class registration.

Camps must be paid prior to the camp date in order to hold your spot.

\***Summer pre-professional tuition** first 4 weeks acts as 1 month tuition, 2<sup>nd</sup> 4 weeks, acts as 2<sup>nd</sup> month tuition. \*\*Company dancers pay their regular tuition through the summer (June, July, and August). Paying through the summer is how we keep the price low during the year.

\*Tuition is not pro-rated for missed class, if you are missing for vacations etc, please pay appropriate hourly amounts provided, on tuition sheet. Pre-professional dancers may make up in any pre-pro class at their level or below, if needed. .

**Family rates:** First student (the student with the most classes) pays full price. There is a 15% discount for the second student and a 25% discount for third student in the same family.

Tuition is based on a monthly fee. You will receive an 8% discount for paying your tuition in full by **October 31<sup>st</sup> 2009**. Monthly payments start September and end in May.

\*Tuition is not pro-rated due to absences, weather, or scheduled closing. Liberal make-up classes will be available.

### ***Tuition***

Hrs per week	tuition fee (monthly)
½ hr week	\$30
45 minutes week	\$40

1 hour week	\$50
1 ½ hour week	\$65
2 hour week	\$80
2 ½ hour week	\$95
3 hour week	\$110
4 hour week	\$125
6 hour week	\$165
Unlimited	\$200

Walk in rates vary according to class. They are only available for open pre-professional classes, and adult classes. Open classes are \$15 per walk in, and are by permission of teacher.

Sessions and musical theater, voice, and piano prices vary according to instructor, call E.S.P. for more information. Pre- professional requirements

**Referral incentive**

\$10.00 off one month's tuition for each family the current student refers to our studio.

**Placement fee**

A \$10.00 new student and/or \$5.00 returning student fee is required for all students. This applies to the fall session only.

**Costume Fee**

\*Costume fee is \$50.00 per class (pre-pro is \$65.00 per class)

\*A non re-fundable costume deposit of ½ of your costume fees is due by October 13. Example 4 classes = \$200.00, therefore \$100.00 is due by Oct. 13.

**\*Costume payments are due in full by December 18** (all tuition and costume fees must be paid by this date or costumes will not be ordered for your child and they WILL NOT perform in the recital).

\*\* If you drop after the holiday break, you are still responsible for full costume payments.

### **Performance fee**

\*A non refundable performance fee of \$15 per student is due by December 18<sup>th</sup>.

\*Performance fee includes expenses such as light/tech crew, accommodation fee, custodial staff, etc.

\*As in the past, each family (not student) receives one complimentary ticket to the show of their choice. This ticket must be ordered/received before the show. No complimentary tickets will be distributed at show times.

### **Arrival and departure times**

Students should arrive no earlier than 10 minutes prior to their scheduled class times. Parents are expected to pick up their child no later than 10 minutes after the scheduled class time. The studio will not be responsible for students after the 10 minutes following departure time. Please remember if you are walking your child into the studio for any reason, use appropriate parking areas.

### **Absences and make-up classes**

\*Students are expected to attend classes on a regular basis. Please notify the studio whenever an absence is necessary.

\*If a child misses 3 classes in a row, a phone call will be made to check on the child's dance status. Students are required to pay for classes until a drop slip is recorded in the office.

\*Regular attendance is mandatory for pre professional dancers. Pre-professional dancers who miss too many classes will have to discuss the situation with the teachers to decide if this program is right for them.

\***Rehearsals** for recital are very important (please check your recital folders. Time changes occur at the end of the year)

### **Class observation**

A flat panel monitor is available in the waiting area for observation throughout the year.

### **Performance**

The recital will be held at the end of the school year. This date is usually the Saturday following the Memorial holiday weekend, however sometimes it changes according to the school. Exact times and dates for 2010-2011 will be available at a later date.

**Inclement weather**

In the case of inclement weather, please call the studio for cancellations. The studio does not always close in accordance with Frederick County Public Schools. The studio does not pro-rate tuition for weather cancellations, but make up classes may be scheduled.