

# *Elite Dance Studio*

## **Policies and Information**

### **2010-2011**

**Tuition:** Tuition is paid in nine installments that are due the 1st day of each month from September 1<sup>st</sup> to May 1<sup>st</sup>. Tuition is based on a yearly rate, from September through June, that is paid in nine payments. Thirty two lessons are included in your tuition. One weather cancellation is included. **We do not prorate tuition for any reason.** Holidays and closures are already calculated into your nine payments.

\*\*If your payment is received after the 7<sup>th</sup> day of each month, a late fee of \$10.00 will be added to your account. An additional \$25 late fee will be added to your account after the 15<sup>th</sup> of each month. **Students who fall more than two months behind on payments will not be allowed to take dance class, until the account is paid in full, including late fees.** Please speak to the manager if other payment arrangements are necessary.

**There are no refunds for missed classes.** If your child misses a class, he/she can make it up during another class that is similar to the regular class. Your teacher or the front desk staff can help you find the appropriate class.

Visa and Mastercard payments are accepted. We also offer an automatic credit card charge plan. For more info, please see the front desk staff.

Please make checks payable to Elite Dance Studio. There will be a \$30.00 fee for all checks returned for insufficient funds. All accounts must be paid by May 15<sup>th</sup> in order to participate in dress rehearsals and recitals.

**Registration:** In order to be registered for a class, the registration fee and the September payment must be paid in full. A registration form must be completed.

**Age Deadline:** **November 1, 2010** is the age eligibility deadline date for class placement. For example, Jazz I Dancers must be 8 years of age by **November 1, 2010** to be eligible for the class.

**Recital:** The recital and dress rehearsal will be held sometime in late May/early June. All classes will perform in the recital except for the Twirly Twos and adult classes. Dancing in the recital is optional and not a requirement to participate in the class. Expenses will include costumes, recital tickets, and tights/shoes. Costume pictures and recital DVDs are optional to purchase.

**Costumes:** Costumes are required for each routine that a student will be performing in the recital in late May/early June. Prices usually range from \$60.00-\$90.00 per costume. **Costumes MUST be paid in full by November 23, 2010.** Combo III will do two dances and will need two costumes. All other classes will perform one dance.

**\*\*Costumes not paid in full by November 23, 2010 will be subject to an additional charge of \$20.00 per costume and will not be ordered until payment is received.** This may result in you not receiving your recital costume in time for the pictures or the recital.

All tuition, late fees, and costume payments must be paid in order to receive your costume or recital tickets.

**Refunds:** Refunds will not be issued for tuition, registration fees, recital tickets, or costume balances. No exceptions. **There will be no refunds for a student's absence from class.**

If class enrollment does not exceed five students, the class will be cancelled and students will be reassigned to another class. Refunds will be issued only if the studio cancels a class and another class is not an option.

If your child decides to withdraw, your costume deposit can be refunded if you withdraw on or before November 23, 2010. **If your child withdraws after November 23, your costume has been ordered and you will receive your costume when it comes in.**

**Withdrawal/Addition of Classes:** In the event that a student needs to withdraw early, a



“Drop Class Form” must be picked up at the front desk in order to close the account and prevent from further billing. Accounts remain open and payments will be due until a completed “Drop Class Form” is turned in. Any past tuition must be paid before completing a drop class form.

Students wishing to add a class after the initial registration must complete an add class form at the front desk.

If a student drops a class and has purchased a costume, the costume must be picked up between May 1 – July 1.

**Parent’s Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all dance studio activities, such as recitals, opening or closings, observation days, and picture days.

The studio notices are posted on the Bulletin board, the Website, and in the Newsletters sent home with the students. Contact and notices are made through e-mail as well. Please check these areas and resources for current Studio news! Please notify the front desk in writing if your address, e-mail address, or telephone number has changed.

**Levels and Placement:** The placement of the students in the appropriate level is determined by the director and faculty. EDS has a syllabus for each class that all the teachers follow. Students do not move up to the next level according to age or the amount of years that they have studied dance. Levels at EDS are created to be taken two years in a row. They must be able to execute proper technique of each movement for that level. It is extremely important that dancers are placed in a level that is appropriate for them, as frustration and even injury may occur.

**Observation:** There will be one in studio Parent Only Observation Days November 1-7,

2010. The observation window in the lobby is also open most classes until February 7th. Then it will be open the 1<sup>st</sup>-7<sup>th</sup> of each month until the recital. Twirly Twos will have their own parent observation the last week of each session.

**Attendance:** Attendance and participation is imperative for a dance student to progress. Proper technique and dance skills are accomplished through practice and patience. Advancement to the next level may not be possible due to poor attendance.

**Holidays, Inclement Weather, or Other Cancellations:** We do not follow Montgomery County Public School systems holiday closing schedule. Please check our Calendar to review which holidays we are closed.

We do not follow the MCPS snow closures. A decision will be made by 8:30 AM for morning classes and by 2:30 PM for evening classes. Closings will be on the studio voicemail and the website. If a class is cancelled, students may attend a similar class for a makeup. Refunds will not be issued due to inclement weather.

**Care of Students:** Elite Dance Studio cannot be responsible for the care of students before or after class. We ask that you arrive promptly at the end of your child’s class. For the children’s safety, we also ask that parents come into the studio to pick them up. We do not allow children to go into the parking lot unaccompanied by an adult. The back room of the studio is for the teenage dancers and teachers.

**Teacher Conferences/Questions:** Please call or e-mail your teacher to arrange a time to talk. They will be happy to assist or address any concerns you may have. Please do not delay them between their classes. The front desk staff will be glad to assist you as well.

