

DANCE OBSESSION POLICIES AND PROCEDURES

REGISTRATION & ENROLLMENT: There is a NON-REFUNDABLE \$45.00 or \$55.00 (for more than one student from family) annual registration fee that is automatically charged to the card on file after submitting registration form. All registrations and class enrollments must be done through our website www.godanceobsession.com by creating your own customer account. Once you have created a customer account, you can enroll in classes, update payment information, make payments, and view your dancer's class schedule. A credit card must be left on file when registering for classes.

TUITION: Classes are based on four (4) week months. There is no additional charge for 5 week months. Consequently, there are no deductions for holidays, missed classes, or partial month payments. Tuition is charged to the card on file on the 1st of the month from August 2016 through May 2017. When the 1st falls on a Saturday or Sunday, the card on file could be charged on the following Monday. All tuition payments are NON-REFUNDABLE and NON-TRANSFERABLE. If you choose to pay the year in full (due at the time of registration), you will receive a 10% discount. This option must be selected at the time of registration. No credits or refunds are given when your child is absent from a class - no matter what the reason.

INSUFFICIENT FUNDS: If a payment does not go through for any reason, the charge will be attempted again the following day. It is the parent's responsibility to keep billing information up to date in their online customer account. If unable to use a credit card temporarily, cash or check payment must be brought to front desk. If tuition is not paid by the 15th of the month, a \$15.00 late fee will be applied to balance. Students from families whose accounts are 30 business days past due will not be eligible to attend class. Returned checks are subject to a \$30 insufficient funds fee.

WITHDRAWAL: If a student needs to withdraw for any reason, a withdrawal form must be completed at front desk. A 30 day notice is required for tuition billing to discontinue. All recital fees already paid are non-refundable.

STUDIO COMMUNICATION: The primary method of studio communication is e-mail. Please be sure to keep a valid email address on file, and check for emails from Dance Obsession containing important information regarding recitals, classes, etc.

DRESS CODE: Dress code for each class is strictly enforced. Please refer to our dress code policy for specific requirements for each class. A student may be asked to sit out of class if not in the proper dance attire. Refunds will not be given for missed classes due to improper dress.

CLASS ATTENDANCE: Students must attend class regularly, as it is imperative to the progress of both the individual student and the class as a whole. Missing class puts your child behind and it slows down the learning process for the rest of the children in the class when trying to catch your child up. If your child must miss class for any reason, please notify the studio by phone prior to the absence, so that the instructor may plan for your child's absence accordingly. Students with excessive absences may be required to take private lessons (at an additional cost to the parent/guardian) to catch up or may be required to withdraw from the class (or classes).

MAKE-UP CLASSES: If a student is absent from a class due to being sick or personal reason, they may attend another similar class as a make-up. Contact the front desk to schedule a make-up class.

STUDENT DROP OFF/PICK UP: Please do not drop students off more than 10 minutes prior to the start of class. Students should put on proper dance shoes prior to entering the studio. All Expressive Dance and Ballet/Tap/Jazz students must be picked up from the classroom door. Supervision is not provided in the lobby, and we will not be held responsible for students once they are released from class. Please call and let the office know if you will be late for pick up.

TARDINESS: Arriving on time is crucial to the learning environment and safety of dancers. Being tardy is disrespectful to the teacher, it disrupts the class, and can be harmful if a dancer misses the proper warm up. If a dancer arrives late and misses warm up, it is up to the teacher's discretion to let the dancer participate or sit out. Non-participation due to tardiness will not result in refunded tuition. Please call the studio to let us know if your dancer will be tardy so proper arrangements can be made.

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Annual Recital

Where and When: At the end of each dance year in June, students perform in our annual Recital. The recital takes place in a theater with professional sound and lights. Performing for family and friends is a very exciting and rewarding opportunity for our students, as well as our teachers and staff!

Participation: All students participate in the annual recital (excluding Mommy and Me and Adult classes). If a student is unable to participate in the recital for any reason, you must notify the front desk and fill out a non-participation form.

Recital Fee: All families with students participating in the annual recital must pay an annual recital fee. The annual recital fee is \$150.00 per family, and will be broken down into 3 equal payments of \$50.00 for your convenience. The three payments of \$50.00 will be automatically charged to the card on file on October 1st, December 1st, and February 1st. The fee covers the cost of one costume, including tights, one DVD of the recital, one recital T-shirt, snacks, refreshments and activities for your child/children while waiting backstage at the recital, and any additional hired backstage chaperones, as needed. If your family has multiple children enrolled in classes, or your child is enrolled in more than one class, an additional costume fee of \$75.00 per costume will be applied. The additional costume fees will be broken into 3 installments of \$25 with the same due dates as the recital fee. Extra recital shirts can be ordered for \$20.00. Extra DVD's are also available for \$40.00.

Recital Tickets: Recital tickets can be purchased online from our website www.godanceobsession.com starting in April. Seating is assigned (you pick your seat when you purchase tickets) and are sold on a first come first served basis. Tickets cost \$20.00/\$25.00. Anyone entering the auditorium to watch the show needs a ticket. Children 2 and under who will sit on a lap do not need a ticket.

No Refund Policy: All payments associated with the dance recital are non-refundable.