

Precision Dance Center

POLICIES & PROCEDURE

Tuition:

All tuition is due by the first class of every month. All accounts are urged to be on a recurring payment agreement. All accounts not set up on automatic debit will be required to give the office a Credit Card that will be kept on file. If payment is not received by the 10th of the month the credit card will be billed. All mailed tuition must have a postmark prior to the 10th. AN additional \$25.00 will apply for any returned check. Tuition is based on the entire Dance Season (36 weeks). No student may skip a month without payment. All tuition and related fees are non-refundable. This includes any fees regarding costumes, performance tickets, performance paks, competitive teams, and any other fees assessed by the Dance Center.

Late Fees:

All passed due balances will incur a late fee that will be equal to the outstanding balance. If your credit card is declined a \$5.00 fee will also be applied in addition to the %10.

Attendance:

If a student is absent, makeup classes are available. However, it must be in a class of similar style to the class missed. Prior to doing so arrangements must be made with the director. Tuition reimbursement is not available for any absence.

If a student chooses not to continue their classes, the office must be notified at *least two weeks prior to their last class, or tuition will be billed for the following month.*

Drop Off/Pick Up:

Students may not be dropped off or picked up more than 15 minutes early or late to their classes. This is to ensure the safety of the students and to minimize the amount of people in the Dance Center at one time. This is NOT a day care and teachers and office staff can not be responsible when exceeding these time limits. We are aware of extreme circumstances and require a phone call to make the staff aware of the situation. If a pattern evolves, a fee will be incurred.

Weather:

All weather closings will be made available by 2:00pm on the day of your scheduled class. Call the Dance Center phone, the information will be on the machine or check the website. www.DANCEPDC.COM. Tuition reimbursement is not available for classes missed due to inclement weather. However, arrangements can be made for a makeup.

Dress Code:

Students are expected to obey the dress code at all times. This includes hair. Hair bands will be available to ensure dancers hair is pulled back neatly prior to class.

Behavior:

Dancers are expected to treat fellow dancers with care and respect. We will operate as one "Big Family". This will help to ensure maximum education and fun throughout the year. Anyone who does not comply will be asked to leave class until a compromise can be met.

Yearly Performances:

Precision will hold a yearly performance. Information regarding cost and dates will be available in September. All families will be required to sign both a performance and a attendance contract. If at any time either the family or the student must default they will be unable to perform and will receive NO REIMBURSEMENT of any kind. NO COSTUMES AND/OR PERFORMANCE TICKETS WILL BE DISTRIBUTED TO ANY ONE WITH A PAST DUE BALANCE.

Level Progression:

Students must have the required knowledge and ability of dance skills in their specific level of class before they can advance to the next level, regardless of age. This is to ensure a student is not overwhelmed in a level that is difficult. They will become frustrated. Students will generally spend 2 – 3 years in each level. The director will access a child's placement in classes and proper placement will be at her discretion.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE POLICIES AND PROCEDURES SET FORTH.

PARENT /GUARDIAN NAME _____

STUDENT NAME _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____