



# Studio Policies

## Registration, Tuition Fees & Payments

- \* Enrollment for the dance season requires a non-refundable annual Registration fee of \$35.00. Each enrolled sibling registration fee is \$20 each.
- \* Tuition rates are for the full season (Aug-June) as we do a **balanced billing system of payments**. This includes studio holidays, we do **not charge by the number of classes in the month**. Missed classes are not prorated or refunded, make-up classes can be completed within 30 days of the missed class.
- \* Tuition fees are **due on the 1<sup>st</sup>, and must be paid no later than the 10<sup>th</sup> of each month OR annually**. All past due accounts (including tuition, costumes fees, and recital/program fees) will be charged \$15.00 per week late fee.
- \* Payment options:
  - Autopay sign up is required for monthly tuition via VISA, MasterCard or Discover. Cash or check can be accepted on a prearranged individual case.
  - Annual Payment. Deduct 10% from your entire registration (full year of tuition, plus registration fee). Note: Cash or Check ONLY for Annual payments.
- \* Siblings receive a 5% discount off of tuition on the smaller account(s). No sibling discounts for Competition team fees, Recital Fees, Costume Fees, dancewear or other items.
- \* Boys taking regular studio classes for the season will receive 10% off tuition (not including registration, recital, costume or other fees). Sibling discounts do not apply.
- \* Registration covers Aug-June. Summer Registration is separate.
- \* Non-registered students can try one (1) class with no obligation to sign-up; a Registration/Liability form must be filled out.

## NSF Payments & Withdrawal From Classes

- \* NSF on paper checks, debit/credit cards, and auto-draft payments will incur a \$25.00 NSF fee, which will be paid to the studio director along with the tuition in cash.
- \* There is a two-month minimum for all classes. One-month notice from the first of the month is required to discontinue any payments. To withdraw, a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form. All automatic bank debiting or credit card charges will stop after the one-month notice period.

## Class Transfers / Changes

- \* Changing classes is allowed within one (1) month of registration without a fee (unless recommended by the instructor and approved by the Director). There is a \$5.00 charge for changes or cancellations made after the initial registration period (one (1) month after registering).

## Class Rescheduling & Substitution

- \* Dance Moves reserves the right to provide a substitute teacher if the regular instructor is ill or otherwise unable to teach. Dance Moves reserves the right to reschedule or combine classes.

## Refunds/Credit Vouchers

- \* Refunds are ONLY issued when Dance Moves cancels a class due to low enrollment.
- \* Credit Vouchers will be issued when the student initiates the schedule change. Vouchers may be applied to any Dance Moves tuition or fees and must be used within one (1) year.

## Atten-“DANCE”

- \* Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. If you miss more than two (2) of the final eight (8) classes before recital, you may be dismissed from participating in the recital routine at the discretion of the teacher and director.

## Lost & Found

- \* A lost & found box is located in the lobby area of the studio. Please check the lost & found box regularly, as all items will be donated the 1<sup>st</sup> week of each month (unless students names are on items, which is highly recommended).

## Communications

At Dance Moves, we go to great lengths to keep you informed and up to date...

- \* Student & Parent emails. Please read them!!
- \* Facebook (Bay Area Dance Moves)
- \* Website ([www.bayareadance.com](http://www.bayareadance.com))
- \* Twitter (@dancemoves411)
- \* Instagram (bay\_area\_dance\_moves)
- \* Display/Bulletin Board in Entry Hallway.
- \* Questions- we are happy to answer any questions you may have regarding your dancer or our program. Let us know if we can help you in any way! [contactus@bayareadance.com](mailto:contactus@bayareadance.com)

## Inclement Weather Policy

- \* In the event of inclement weather, an email and/or post will be made on Facebook, our Website, and/or Twitter after 2:00pm regarding the status of classes.

## Annual Holiday Performance & Recital

- \* Specific classes will perform on the last week of classes before Christmas break, during their regular class time. There will be no costume for the performance, just festive holiday dance attire.
- \* We end our season with our fully-staged professional Spring Recital. Each class (unless otherwise noted) will perform a specific number of unique dances with its own costume to showcase what they have learned throughout the season.
- \* Recital dates will be posted in September
- \* Recital/Program fees are \$80.00/student, this fee is due with March tuition. The recital/program fees are non-refundable.
- \* Each dancer who has paid recital fees will receive 2 tickets.
- \* Additional tickets will be available for \$15.00 each and available for purchase in May.
- \* Each studio family participating in recital will receive one program. Additional programs are available for purchase.
- \* Participation in Recital is dependent on the dancer's account being current, dancers will not be allowed to perform unless account balance is current.

## Costume Orders/Exchanges

- \* All classes have costume(s) unless specified as not performing in Recital.
- \* Recital Costume fees are \$75/costume for small-medium child sizes and \$85/costume for child large - adult sizes, tights included. Recital costume fees are non-refundable and do not include shoes. Costume fees are due with November tuition.
- \* Students are measured for costumes in November during regular class times. Costumes will be ordered over the Christmas break and delivered in April timeframe.
- \* Any Recital/Competition Costume paid for after November 10th will have a \$20.00/costume additional fee added.
- \* Costume fees for Competition Team may vary. Please see competition team packet for details.
- \* Recital and/or Competition Team Costumes will not be distributed unless accounts are current.

## Check Facebook/Website Regularly for Studio Schedule Information & Class Updates/Announcements

Bay Area Dance Moves – Facebook

[www.bayareadance.com](http://www.bayareadance.com) (website)

@dancemoves411 (Twitter)

bay\_area\_dance\_moves (Instagram)

281-532-0880 – call

832-261-9201 – text

[contactus@bayareadance.com](mailto:contactus@bayareadance.com)