

## Jill's Dance Studio Policies and Procedures

### Registration:

A non-refundable fee of \$40.00 per student and \$50.00 per family is required yearly at the time of registration. The registration fee helps to cover insurance costs as well as recital fees. All checks for the registration fee must be made out to Jill's Dance Studio.

### Tuition:

Discounts are given based on the number of classes taken per month and for families as well (families including siblings only).

1 class per week	\$40.00 per month
2 classes per week	\$70.00 per month
3 classes per week	\$100.00 per month
4 classes per week	\$130.00 per month
5 classes per week	\$160.00 per month
6 classes per week	\$190.00 per month

\*Class fees are calculated by the number of classes taken each week. Take an additional \$10.00 off per additional family member per month.

### Payment of Fees:

Registration fees need to be paid directly to Jill's Dance Studio. SMS Winmars, Inc. will be in charge of collecting tuition for Jill's Dance Studio. Tuition must be paid by the first day of each month. Payments can be set up as an Electronic Funds Transfer or as a Credit Card Transaction. Please keep in mind that if you use the Electronic Funds Transfer there will be no extra charge. For all Credit Card Transactions there will be an additional fee depending on the amount of the transaction. If you have any questions regarding this please contact the studio at 358-0525. After the 10<sup>th</sup> of the month a \$10.00 late fee will be added. All students are required to have the tuition form turned in by the first day of class. Each student's tuition must be paid in full monthly regardless of attendance (except in cases of medical emergencies and injuries). Dancers pay a flat monthly rate although the calendar may sometimes give dancers extra classes. This offsets classes missed due to holidays.

### Dress Code:

Required dance shoes must be worn to all classes. For ballet all students are required to wear a leotard and tights with any cover-up chosen. Students are not permitted to wear jeans or jean shorts. Please no jewelry, for safety reasons.

### Attendance and Lateness:

Unless a student's tardiness has already been cleared with the instructor ahead of time, a student's lateness is not acceptable. The student will have two verbal warnings and then will have to sit out the class during the third time. If a student is going to miss a class due to being sick or for other reasons, the studio must be notified the day of class. If an instructor has to miss a class and a substitute teacher is not available, all students will be notified that class is cancelled. That class will have a makeup day on a Friday or Saturday before the month ends. Parents will be notified of the time and day of the makeup class.

### Withdrawals and Refunds:

Students will be automatically enrolled each month unless we receive a written notice of withdrawal thirty days prior to the student no longer attending our studio. All refunds are up to the discretion on the owner. Costumes fees are non-refundable and delivery of costumes to students who have broken their contract is entirely up to the owner.

I will abide by the policies and procedures stated above.

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Parent Signature

Student Name

Date