

Policies

2011-2012



Registration:

A non-refundable fee of \$20 per student (\$30 per family) is required yearly at time of registration. If registering for classes prior to September 1, the registration fee is all that is required to secure a spot in class. However, you are obligated to pay for the first month's tuition on September 1.

Payment of Fees:

Kaleidoscope Dance offers 2 payment options for tuition. Tuition may be paid, in full, at the time of registration or any time prior to September 1. We also offer an Automatic Monthly Payment option. This is not a month-to-month option, but instead allows our dance families to make 9 equal monthly payments for annual tuition fees, starting September 1 and the last payment is due on May 1. There is no fee for this service. A valid debit/credit card must be provided at the time of registration along with payment of the Registration Fee. If registering after September 1, the Registration Fee and first month's tuition payment is due.

If you register after classes have begun, the first month of tuition will be prorated.

Kaleidoscope Dance does not accept post-dated checks for monthly payments, however, you may pay the monthly fee by check prior to the first of the month to avoid having your debit/credit card charged.

Returned Checks/Late Fees:

A \$25 fee will be assessed for any returned checks. A late fee of \$25 will be assessed if a payment is more than 5 days past due or a credit/debit card consistently declines. This fee will be waived for any credit/debit card transactions that require updated information, i.e. expiration dates.

Refunds, Withdrawals and Credits:

Tuition is refundable for the unused portion of class, if applicable. To withdraw from a class, a Class Withdrawal Form must be completed and returned to the studio.

For annual payers, any unused tuition for future months will be refunded, less a \$25 withdrawal fee. For monthly payers, any tuition paid for the month of withdrawal will not be refunded. A Withdrawal Fee of \$25 will be charged at the time of withdrawal processing, but no further payments will be due.

Any eligible refund amount will be mailed to the account's primary address.

Withdrawals will not be processed after April 1.

Registration Fees are non-refundable. Costume Fees are not refundable after November 1.

Costume Fees:

Costume fees for classes are due in full November 1 but can be paid at any time prior. For monthly payers, costumes will be charged as part of your normal monthly payment on November 1. For those

paying annually, a valid credit/debit card must be provided at the time of registration to be charged on November 1. Costume fees include tights for the yearend performance, if applicable.

Dance Ensemble costume payments are due October 1 and will be charged as described above.

Dress Code:

Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class can result in students being asked to sit out the class. Repeated failure to wear required dancewear can result in expulsion from class.

Attendance and Lateness:

We reserve the right to have students who come late to class, sit out the class. Repeated lateness may result in expulsion from class. A minimum attendance standard will be required. If a student misses more than 4 classes without written notices, the school reserves the right to expel that student from class(es). Students missing more than 4 classes after January may not be allowed to participate in the yearend performance.

Missed and Makeup Classes:

Each student is allowed 3 make up classes per year. Makeup classes must occur within 3 weeks of an absence. The class may only be made up with prior communication with the artistic director to find a suitable makeup class. No refund will be given for missed classes.

We reserve the right to cancel class when the weather conditions are hazardous. Due to the limited time and amount of space, cancelled classes will not be rescheduled. In the event of inclement weather, please call the studio for voicemail cancellation announcements.

Care of Students:

The school is not responsible for providing before or after class care for students or their siblings. Students are not to be left at the school for excessive time periods before or after their classes.

Discounts:

All dancers receive a discount if they take more than one class per week. Dancers must pay full price for the first class and the discount(s) will be applied to any subsequent class(es).

Families with more than one dancer will receive a discount for all students, after full price is paid for the first class.

Class Placement:

Placement and advancement are determined by the instructor and director only. Dancers must demonstrate the skills of their level before they will be moved. This does not mean the dancer will be repeating the same lessons. Our class levels are designed to allow your dancer to take back to back classes.

We reserve the right to not run a class if registration levels are below minimum requirements. We will recommend an alternate class that best meets the age/level requirements.