Policies and Procedures for Dance Students

**\_\_\_ Minimum Enrollment**: There is a minimum enrollment for each class; the minimum varies from class to class. If the minimum enrollment for a class is not met, the class will be dropped and students moved into another class of appropriate level. For your convenience, our policies are listed below.

\_\_\_ **MONTHLY TUITION:** Tuition is charged monthly by the number of class hours taken per week. Please see class schedule for updated tuition rates

**\_\_\_ Studio Info:** The front desk can be reached by phone at (970)255-8322 or by email at office@absolutedancegj.com.

**\_\_\_ Studio Website:** Absolute Dance’s official website is www.absolutedancegj.com. Check online for events listings and other announcements. Also make sure to set your email account’s settings to allow emails from office@absolutedancegj.com***. We never give your personal information to a third party***, but will communicate with our students via email. Please keep your email address and other personal information current.

\_\_\_ **Registration Fee**: We have an annual registration fee of $12.00/dancer/year. Or $20/Family/ year

**\_\_\_ Ongoing Agreements:** The Studio does not require students to sign long-term contract agreements. Your monthly tuition reserves your spot in class. A student may withdraw from lessons at any time for any reason. However, students are expected to make monthly tuition payments until withdrawing from classes by submitting 15 days’ notice from a student’s final tuition payment. *Missing or not showing up for scheduled classes does not constitute notice of withdrawal from lessons.*

\_\_\_ **RELEASE FROM LIABILITY:** Absolute Dance will not be held responsible for injuries on premises incurred

by dancers, parents, siblings or anyone accompanying dancers or parents. The Release from Liability found below must be signed

before participation in class is allowed.

**\_\_\_ Delinquent Payments:** Students are expected to keep all tuition payments current. Payments more than 10 days late will be charged a $10.00 late fee. Payments more than 30 days late will incur an additional $25.00 late fee. Payments more than 60 days late will be sent to collections.

**\_\_\_ Can I Bring a Friend with Me to Class?**  We love to have friends attend class and a friend may receive 1 free trial class when attending with a registered student. However, we do require a parent to accompany any minor 15 or under and minors 17 and under to have signed waiver forms on file before participating in any class. Please have your friend's parent call the Studio to schedule your friend's first class.

\_\_\_ **Scheduled Performances:** Absolute provides up to 2 performance opportunities per year: A winter performance that requires an audition and a formal recital in May. Performing is a fun, challenging part of dancing and students are strongly encouraged to participate in Studio performances, but no student will be required to perform.

**\_\_\_ Costumes:** Dance students choosing to participate in the Spring Recital will be charged a costume fee usually $35 to $50.

**\_\_\_ Attendance – Dance Classes:** Please be on time for class. Regular attendance is essential for success. The Studio cannot be held responsible for a student’s failure to attend class and there will be no refunds given for missed classes. Missed classes may be made up in another appropriate class within 30 days after the absence.

## \_\_\_ Substitute Teachers: Absolute Dance reserves the right to provide a qualified substitute teacher in the event that the regular teacher is ill or otherwise unable to teach. If an appropriate substitute teacher is not available, canceled classes can be made up in other scheduled classes.

## \_\_\_ Photo/Video Release: Absolute Dance is hereby granted permission to take photographs/video of the students to use in print and media advertising, posters, and other promotional materials.

\_\_\_ **DROPPING/ADDING A CLASS**: If a student needs to withdraw (or add) from a class, an add/drop slip must be filled out at

in office. A 15 day notice MUST be given. Tuition holds a student’s place in class, regardless of attendance. Class space may be forfeited if student misses 3 weeks or more of class, unless special arrangements have been made.

\_\_\_ **PARENTAL SUPERVISION:** Parents are responsible for and expected to supervise all siblings accompanying them at the studio. Please ensure that you are on time when picking up your children after class and that they are instructed to stay inside the studio until you arrive. It is also the responsibility of each student to pick up after themselves. Please do not leave any trash on the floor. It is everyone’s responsibility to help keep the studio clean, inside and out.

\_\_\_\_**CLASS DRESS CODE**: All students are required to adhere to the dress code for each class. We enforce a dress code at Absolute Dance as part of the process to teach dancers respect for the discipline of dance

**POLICY ACKNOWLEDGEMENT**

I/We have read and understand the Studio Policies and agree to comply with and abide by all studio policies.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are the parent(s) and/or legal guardian(s) of the following student(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I/We understand that dance is a strenuous physical activity, consequently serious injuries may occur. I/We will hold Absolute Dance, its entire staff and entities harmless for any and all claims by ourselves, our child or children, or others accompanying us arising from the activities related to dance, the dance classes, use of or presence on the premises, or attending or going to or from the studio or events in other locations. I/We want [Student’s name(s)] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to fully participate with the knowledge that there is a substantial risk of injury. I/We agree to accept and assume all the risk of injury, the cost to treatment, long-term or life-long affects, and other inconveniences and costs regardless of the seriousness of the injuries. I/We specifically release Theresa Kahl, Absolute Dance, and all Absolute staff for all claims however arising, including but not limited to all physical and psychological damage. I/We have read this release and understand and agree that by this release I/We accept complete and total responsibility for any injuries and costs of injuries to ourselves, our children, or anyone in our charge.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absolute Dance

 (970)255-8322 – absolutedancegj.com

Student Registration Form

Parent/Guardian information:

|  |
| --- |
| Name:  |
| Address: | City: | State:  | Zip code: |
| Phone: | Alternate phone: | Email: |
| Emergency Contact: | Emergency Contact Phone: |

Dancer #1

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Age: | Birthday: | Sex : |
| Classes Requesting:  |
| # of classes: | Total Class Hours: | Tuition: |
| Medical Conditions, Allergies, etc. |

Dancer #2

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Age: | Birthday: | Sex : |
| Classes Requesting:  |
| # of classes: | Total Class Hours: | Tuition: |
| Medical Conditions, Allergies, etc. |

Dancer #3

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Age: | Birthday: | Sex : |
| Classes Requesting:  |
| # of classes: | Total Class Hours: | Tuition: |
| Medical Conditions, Allergies, etc. |

Billing information:

|  |  |
| --- | --- |
| Session: | \_\_\_This is an ongoing agreement: **cancelable by submitting a 15 day notice to the office** |
| Monthly Payment Amount: | Payment Due Date:15th of the month prior | First Payment: / /  |
| \_\_\_ Credit Card- I authorize Absolute Dance to charge my credit card for each scheduled tuition payment as stated above | \_\_\_ Visa \_\_\_ Master Card \_\_\_ Discover\_\_\_ American Express | Card Number: |
| Exp. Date: / / |
| \_\_\_ In Studio Payments ­– Please fill out card info. If payment is not made within 10 days of due date Tuition + $10 minimum late fee will be charged to card on file  |

**Credit Card Policy:**

\_\_\_ 1: A $15 fee shall be assessed for reversals made by the student or if the credit card debit fails for any reason. If a credit card charge is resubmitted and fails or is

 reversed a second time, an additional $10 fee may be assessed.

\_\_\_ 2: If accounts remain delinquent beyond 30 days, additional fees may be assessed and collection procedures may be started

\_\_\_3: The student (or person acting for the student) shall be held liable for any collection charges or legal fees assessed as a result of delinquent accounts.

**In Studio Payment Policy:**

\_\_\_ 1: Payments must be received by Absolute on or before the due date stated on the agreement.

\_\_\_ 2: A $10 late fee shall be assessed if payment is not made within 10 days of due date, an additional $15 late fee will be added to account after 30 days past due.

 An additional $10 late fee will be added to account after 40 days past due, Collection proceeding may start after 50 days past due.

\_\_\_3: Checks returned for non-sufficient funds shall have a $25 late fee assessed. The Client shall remit the amount of the returned check and the fees due within 30 days of the overdraft to avoid an additional $10 late fee. Collection procedures may be started after 30 days.

\_\_\_ 4: The student (or person acting for the student) shall be held liable for any collection charges or legal fees assessed as a result of delinquent accounts.