

REVELATION DANCE STUDIO POLICIES 2016/2017

ENROLLMENT

All dancers must complete a registration/waiver form and pay registration fee and first month's tuition. A non-refundable registration fee of \$35.00 is required along with the first month's tuition, and tuition cost is based on the amount of classes taken. We will only prorate students' first month's tuition if starting after the first class of the month. A Registration is NOT complete until the fee is paid and forms are returned.

TUITION AND CLASS CARDS

Registration is enrollment for **twelve months of classes. Our Season begins in September and ends August 31st honoring the same major Holidays as the Plano ISD School System. Please note this year classes start on Monday, 8/29.** Students can enroll anytime throughout the year. Monthly tuition remains the same regardless of the number of classes in a month. Some months may have 3, 4, or 5 weeks; therefore, weeks are made up in other months and Tuition remains the same. Tuition can be paid by monthly automatic drafts, a series of post-dated checks, or a three month payment plan. Accounts must be paid by the same method for all children on the account. Any accounts not paid in full by the 5th of the month are charged a \$25 late fee and will be charged on or after the 6th to the card on file. A \$30 NSF fee will be charges to card on file for any payment declined. Payments declined will cause the students account to become past due and late fees also apply. Students with accounts past due will not be allowed to participate in classes. Accounts 60 or more days past due may be turned over to a collection agency. Statements will be sent to delinquent accounts only. Registration Fees, Recital Fees, Costume Deposits, Monthly, Yearly, Semester tuitions and any money paid to 'Revelation Dance Studio' is NON-Refundable. It is your responsibility to make sure all information including card on file current and up to date.

Class Cards are only available to Adults (over 18) and only available for use in adult classes. Class cards must be purchased in quantities of 1, 5, 10, and 15. Class cards are kept at studio and punched daily according to attendance.

PAYMENT OPTIONS

We offer 3 Payment Plan Options: Monthly Automatic credit/Debit, Series of Post-Dated Checks and a 3 Months in advance Payment Plan (Cash). All accounts MUST complete and return our Payment Plan Option Form before your child will be allowed to participate in our classes. We accept **DEBIT CARDS, CREDIT CARDS, CHECKS and CASH**. When writing a check, please make sure that you put the CHILD'S NAME that you are paying for on your check so that it is properly credited to the right account.

ALL ACCOUNTS MUST KEEP A CURRENT CREDIT/DEBIT CARD ON FILE IRREGARDLESS OF MONTHLY PAYMENT METHOD CHOSEN.

ABSENCES, CLASS CHANGES, MAKE-UPS AND TUITION CHANGES

Students are allowed to change class schedules at any time, and all adjustments will be reflected in tuition at the time of change. Any class schedule changes which involve an increase in tuition must have the difference paid at the time of the change. We will not give refunds for decreases in schedule, but instead apply the difference to the next month's balance. All changes must be made in writing and by the parent/guardian if the dancer is under 18. ATTENDANCE is very important to your child's progress; however, we are not responsible for classes missed due to sickness or bad weather. Missed classes can be made up in any level appropriate class during that same month, as long as tuition is current. We do not give any refunds, so the Student or guardian must notify the office if they plan to do a makeup class.

WITHDRAWAL-DISMISSAL

We understand issues arise that may require a student to withdraw from class. If this would occur, WE REQUIRE A 30 DAY WRITTEN NOTICE. If a written notice is not received, tuition will be billed and charged to the card on file until one is received.

We are a Family Oriented Studio - Revelation Dance Studio reserves the right to withdraw a student from class/studio in the event that:

- they exhibit unsafe behavior toward themselves, our students, Instructors, staff and all family members
- they use foul language, suggestions, or negative behavior around our students, Instructors, staff and all family members
- they continuously fail to follow directions from an Instructor or staff member
- they are not current in their tuition or costume payments
- if a student or a family member creates a negative scene or argument for our students, Instructors, staff and all family members
- if a student or a family member refuses to cooperate with the guidelines set forth by Revelation Dance Studio

HOLIDAY CLOSINGS

We will honor Major HOLIDAYS in conjunction with Plano ISD Holiday Schedule. We will also close when Plano Schools close due to BAD WEATHER. We do not close for Teacher workdays – unless it is also a Holiday.

SAFETY OF STUDENTS AND BELONGINGS

We strongly suggest only bringing necessities of dance to the studio. Please do not bring valuables, money, or jewelry to the studio! Revelation cannot be responsible for lost or stolen items, but we will have a lost and found bin. This lost and found bin will be cleaned out monthly and we are not responsible for items taken out of or thrown away out of the bin.

DRESS CODES

Dress codes are left to the instructor's discretion, and if not followed the dancer will be excused from class if they are not in proper attire for their specific technique. We ask that all students dress modestly, covering midriffs, no undergarments showing, no foul language or gestures on clothing, no low cut shirts on girls. Student will be asked to change or leave if dressed inappropriately.

By signing below you agree to Revelation Dance Studio policies and waiver.

Student Name _____ **(printed)**

Parent/Guardian Signature _____ **Date** _____