

Hearts in Motion Center for the Arts

School of Dance Policies and Procedures

2007/2008

Registration:

A non-refundable fee of **\$25 per family** is required yearly at time of registration along with the first month's tuition.

Payment of Tuition and Fees:

Monthly dance tuition is based on a guaranteed minimum of **36 classes** provided over a ten-month period from September through June (see studio calendar for details). Total school-year tuition is divided into **ten equal installments** payable on the first of each month in advance via **automated credit card, debit card, or automated check**. Families without a credit card may provide a series of **post-dated checks** for tuition and fees dated for the first day of each month due (Oct. 1 to June 1). Checks should be made payable to Hearts in Motion (or HIM). Families choosing to pay monthly must provide a **one-month deposit** applicable to their final month's tuition and include an **extra processing fee of \$10 per month** with their payments. No class schedule will be confirmed without receipt of a credit card number, all post-dated checks, or one month tuition deposit. Returned checks will be charged a **\$25 returned check fee**. September tuition is non-refundable.

Make-up Classes

Extra classes and recital rehearsals are already scheduled to allow for missed classes due to inclement weather or teacher absence. Make-up classes will be scheduled only if required to meet the guaranteed minimum of **36** per school year.

Dance Recital and Costume Fees:

Costume fees for the year-end dance recital (**\$70** for 8 yrs and under, **\$80** all others) will be charged to your account on **January 1, 2007**. No costume fees will be refunded after this date even if a student withdraws from the class. Costumes for competitive classes may require an additional fee depending on the cost of the costume. A recital fee of **\$75 per family** will be charged to your account on **April 1**. Each participating family will receive **four free tickets** to the recital and **one free recital DVD**. Additional tickets (as available) are **\$10 each** and additional videos are **\$35 each**.

Withdrawal and Refunds:

There is a two-month minimum for all dance classes. One-month notice from the first of the month is required to discontinue any class. Withdrawal for the months of November through May must occur within the first 7 days of the prior month. Withdrawals cannot be accepted for the month of June. Withdrawals must be done at the school office and not with the teacher. To withdraw a student from lessons a parent or an adult student must inform school administration and complete and sign a withdrawal form available at the school office. All unprocessed checks, dated after the one-month notice period, will be returned. Hearts in Motion reserves the right to terminate lessons for any students for any reason without notice. In such a case unused lessons will be refunded. Once costumes are ordered and choreography has begun for the spring recital, students may only withdraw under extraordinary circumstances (such as injury or moving from the area) due to the negative impact such late withdrawals have on the class and instructors.

Dress Code:

Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors to any dance class.

Attendance and Lateness:

Lacking proper warm-up time, late students may be asked to observe their class rather than risk injury. Repeated lateness may result in termination of lessons or class transfer. A minimum attendance level may be required for competitive classes. If a competitive student misses more than 4 classes without written notices, the school reserves the right have the unprepared student sit out competitions.

Parent's Responsibility to be Aware of Dates, Events and Related Activities:

It is the responsibility of the parent or adult student to be aware of all school activities such as viewing days, recitals, extra classes, and dates the school is open and closed. The school will post notices on the dance bulletin board as well as send notices home with the students or via email. It is the parent's responsibility to regularly check these boards and the studio website to ensure they are informed. It is also the responsibility of the parent or adult student to inform the school of any address, phone or email changes. Please add Rockley@himcfa.org to your email address book to ensure receipt of studio emails.

Care of Students:

The school cannot provide before or after class care for students. Parents with students under the age of 5 are asked to remain in the school during the classes. Students are not to be left at the school for excessive time before or after lessons. Please provide a cell phone number in case of emergencies.

Injuries:

Dance is a physically challenging activity. While all due care is taken to provide proper warm-ups and instruction, parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or other activity conducted by the students before, during or after lesson time.

Photo Release:

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

Miscellaneous:

Parents and adult students are to be aware that the school promotes healthy body image among the students. As such, we approve if our teachers snack during the course of the teaching day. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.

I have read and understand the above policies and procedures and agree to abide by them.

Date

Student(s) Name(s) (please print)

Signature of Parent or Adult Student