

Artistic Edge Dance Academy Ltd. Policies and Procedures

The full yearly tuition for September thru June, is due upon registration and is required to enroll in and attend classes this includes all costume deposits. We offer the option of 10 equal payments which must be paid for the first of each month by pre-authorized debit payments or recurring credit card payments. **First and Last months tuition is due upon registration** and is **NON-refundable**. Dancers will have to sit until full payment has been made. Credit card use is only available for monthly tuition, this doesn't include costumes, registration, merchandise or extra lessons. A one time set up fee of \$5.00 will be charged to use Credit Card.

No refunds will be given after January 1st 2019 and payment for the rest of the year will be the responsibility of the parent, legal guardian or persons paying for tuition. Withdrawing from one or all classes before December 31st 2018 requires 30 days written notice by email.

A registration fee of \$35 for all students is due at registration and is **NON-refundable**.

A NSF fee of \$ 37.50 will be charged on all returned cheques and preauthorized payments. A \$7.50 charge will be applied to all returned credit card payments. If three NSF cheques are returned, payment for the rest of the year will be required to be paid in cash. Students will not be allowed to participate in class or performances until payments are made.

No refunds or make up classes will be given for school holidays or absences on the part of the student, this includes private lessons. Artistic Edge Dance Academy is closed for most if not all school district holidays. We do not close for Pro-D days. On average most days will have 34 classes. An annual calendar is available which includes all closure dates.

While every effort is made for scheduled classes to remain the same day and time this is not always possible. If a class is cancelled it will either be rescheduled for another day and time or the students will be invited to join another class best suited for the student. Please note that at times a substitute will be brought in to cover a class.

A \$50 costume deposit for each class is due upon registration and is **NON-refundable**. If you withdraw from any class you are forfeiting the costume deposit. The remaining cost will be due before receiving the costume. Your child may be asked to sit out of class or not participate in competitions/performances until payment has been received. Recreational costumes will be approx. \$ 50 to \$ 100 and competitive costumes approx. \$ 75 to \$150 depending on the fabric, difficulty and country it was purchased/made in. Alterations may be needed and will be an addition cost to the costume total. A \$5.00 handling will be charged on every costume.

Competition fees will be invoiced to parents once competitions are chosen and are **NON-refundable**. All competitive students are required to maintain excellent attendance. Students who miss 3 or more classes will not be allowed to participate in competitions at the teachers discretion. A teacher may pull a dancer or group from competition at anytime at their discretion. If a dancer or group has been pulled from competition, competition fees will not be refunded. Extra classes may be required at the teachers discretion, attendance and payment are mandatory. An administration fee of \$25.00 per student or \$40.00 per family will be added to your competition fees. Teacher compensation will be worked into away competition fees. Please see studio guidelines handbook for full details and policies.

If a student is injured it is important for the student to observe the class so they will not fall behind. A Doctors note is required for injuries resulting in withdrawing from classes. No refunds will be issued, but will be carried forward to the following year.

Artistic Edge Dance Academy Ltd. reserves the right to ask a student/family to leave the school if exhibiting unhealthy, unsafe or disrespectful behavior.

Artistic Edge Dance Academy Ltd. is not responsible for any injuries sustained before, during or after class. No refunds will be issued for classes missed due to illness or injury sustained at the studio or elsewhere.

Artistic Edge Dance Academy Ltd. is not responsible for lost or stolen items. At the end of each month the Lost & Found will be donated to Good Will. Please keep all valuables at home.

Artistic Edge Dance Academy Ltd. will not be responsible for students who leave the premises for any reason. Please ask your child to wait for you inside. Written permission must be given for students to visit the gas station or restaurants.

Any damages or vandalism to the studio or it's equipment, by a student ie: cracked mirrors, broken windows or stereos etc. will be the responsibility of the parent and they will be billed for any damages.

By registering with Artistic Edge Dance Academy Ltd. you consent to having your son/daughters image used in advertising.

Students Name: _____ Date: _____

Parents/GuardianName: _____ Signature: _____

By signing above, you understand and agree to the policies set forth by Artistic Edge Dance Academy Ltd.