

# Elite Dance Academy 2019/2020 Studio Policies

## MONTHLY PAYMENTS

The dance term fees are based on 36 weeks of classes, split over 10 equal payments

Each student must be set up on automatic monthly payments that will be charged on the 1st of each month

ONLY monthly tuition payments will be charged to the credit card or EFT account on file

**All declined monthly payments will be charged a \$20 administrative/bank fee**

The office must be notified of monthly payment changes (i.e. changes to your credit card or checking account) prior to the 25th of the current month

If your credit card is compromised it is your responsibility to notify the office prior to the next month's payment being charged or a late fee will occur, regardless of the reason

## LATE PAYMENTS

**ALL OVERDUE PAYMENTS WILL BE CHARGED LATE FEES - NO EXCEPTIONS**

Late payment fee breakdown: \$25 for the first 1-10 days overdue, \$50 after 10 days overdue

## YEAR END RECITAL & COSTUMES

All classes will participate in the year end recital and all students are expected to participate

If your student takes more than 1 recreational class, there is a chance they will perform in more than one recital

Recital costumes must be purchased (all costumes will be ordered by Elite Dance Academy)

**Recital costumes will be \$90-120 and payment for the costume will be invoiced in October**

Recital costume payments are NON-REFUNDABLE

The recital is in June and will be held at the Jubilee Auditorium

Tickets for the recital will go on sale approximately one month prior

## WITHDRAWAL POLICY

Tuition for the month of September and the registration fee are non-refundable

Notice must be given for the cancellation of any class, via letter or email, to the office before the 25th of the month prior the month of withdrawal

If a student withdraws after the 25th of the month, the following month's tuition will still be charged and no refunds will be given

## CLASSES AND STUDIO CLOSURES

The dance term consists of 36 weeks and no refunds will be given for missed classes

The studio closes for Stat Holidays and long weekends. Classes on these days will be cancelled

The studio closes for a winter break and for spring break (exact dates will be emailed)

## GENERAL

Expenses to expect throughout the year aside from monthly fees will include: costumes for recital, photos (photo packages are optional), and recital tickets

Registration and September fees are non-refundable

The student lounge is available for students to use for 30 minutes before and after their classes

Elite Dance Academy sends most information via email. It is your responsibility to ensure that Elite Dance Academy has your current email address

A photo will be taken of each student for our internal database for identification purposes

Students are required to wear the appropriate dancewear to class (please see the dance attire sheet)

Students are required to have their hair done for class as per the dance attire sheet

Names should be in ALL dance attire, including shoes

Parents are required to notify the office if a student will be absent

Students are responsible for any damages they may cause to Elite Dance Academy's property

Elite Dance Academy has the right to refuse service

Elite Dance Academy and its staff are not responsible for damages or loss of belongings on its premises

Students may be photographed while at Elite Dance Academy. These photos may be used for the website, instagram, or facebook. Names of students will never be posted or released

**I agree that by signing below I am responsible for all fees owing to Elite Dance Academy including, but not limited to, monthly fees, any late fees incurred, and costume charges.**

**I have read and understand all studio policies.**

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Printed Parent/Guardian Name

Signature

Date

