

## Diamond Dance Center Policies & Procedures

**Registration:** A non-refundable fee of \$25 per student is required yearly at time of registration.

**Payment of Fees:** Tuition must be paid by automatic bank account debit or a set of post-dated checks. The Diamond Dance Center does not mail out billing statements.

\_\_\_\_\_ Payment by Automatic Bank Account Debit:

Tuition will be debited from your bank account on the 1<sup>st</sup> or 15<sup>th</sup> day of each month from September to June. ***The month of September is non-refundable.*** You must sign an auto-debit authorization form. Other fees such as costumes, recital tickets, t-shirts, videos, may be paid by cash, check, or auto-debit.

\_\_\_\_\_ Payment by Post-Dated Checks:

Tuition must be paid by a series of post-dated checks dated for the first day of each month (e.g. Sept 1, Oct 1, etc.). Checks should be made payable to the *Diamond Dance Center*. All checks must be received upon registration to confirm lesson time. No lesson times will be confirmed without receipt of **all** post-dated checks. Failure to provide all the post-dated checks will result in an extra fee of \$10 per month. All NSF checks will be charged a \$20 NSF fee. ***The month of September is non-refundable.***

\_\_\_\_\_ **Costume Fees:** It is understood that all registered students, with the exception of Dance Basics, will participate in the June recital. **A 50% costume deposit is due by October 30<sup>th</sup>.** A post-dated check, dated for January 1<sup>st</sup>, must be provided for the balance due on all costumes by December 15<sup>th</sup>. In order to receive costumes in time for the spring show, costumes orders will be placed on January 15<sup>th</sup>. **Costume fees are non-refundable for any reason.**

\_\_\_\_\_ **Withdrawal & Refunds:** If a student wishes to withdraw from lessons, a one-month notice from the first of the month is required to discontinue. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done with directors and not with the teacher. Withdrawal must occur within the first seven days of the month. No withdrawals will be accepted after March 31<sup>st</sup>. To withdraw from classes a parent or adult student must:

1. Inform directors in person, and
2. Complete and sign a withdrawal form provided by studio office.

All unprocessed checks, dated after one-month notice period, will be returned. All automatic bank debiting will stop after the one month notice period. The Diamond Dance Center reserves the right to terminate lessons to any students without notice. In such case a refund for unused lessons will be given.

**Extreme Weather or Unexpected Interruption of Classes:** Please see the weather policy located on the bulletin board or on our website [www.diamonddancecenter.com](http://www.diamonddancecenter.com)

**Dress Code:** Please see the dress policy on our website [www.diamonddancecenter.com](http://www.diamonddancecenter.com) **NO REFUNDS** will be given for missed classes due to improper attire and/or foot wear.

**Attendance & Lateness:** The studio reserves the right to have students who come late to class, sit out of class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than four classes without written notices, the studio reserves the right to terminate lessons. Students missing more than four classes after January will not be allowed to participate in the year-end dance recital.

**Parent's Responsibility to be Aware of Dates & Events:** It is the responsibility of the parent or adult student to be aware of all studio activities, such as observation days, closing dates, fundraisers, recital dates, etc. The studio will post all such notices on the "Important Information" bulletin board. Written notices will be sent home with students at the discretion of studio directors. It is the parent's responsibility to regularly check the bulletin boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the studio of any address or telephone number change.

**Medical Forms:** All students at the Diamond Dance Center must have a completed "Medical & Emergency" Information Sheet on file with the studio. This form must be completed by a parent or the adult student. The form must be signed and dated by the child's parent/legal guardian or the adult student.

**Calendar & Spring Performance Dates:** I have received a copy of the DDC calendar. I understand the Spring Performance is scheduled for the Friday & Saturday of Father's Day Weekend.

**Photo/Appearance Release:** I understand that Diamond Dance Center (DDC) from time to time produces promotional material relating to its programs. I understand that as a participant and/or spectator with DDC that I may be included in videotapes or photographs taken. Therefore, without reservation or limitations, I hereby assign, transfer and grant DDC, its successors, assignees, licensees, sponsors, and all other commercial exhibitors the exclusive right to photograph and / or videotape me and utilize such videotapes and photographs and my name, face, and appearance in advertising and promoting DDC or in advertising and promoting similar future events. Images may include, but are not limited to the following: Yellow Book ads, flyers, brochures, websites, and/or local news papers. I further understand that I will receive no compensation, monetary or otherwise, for the use of my image as listed above.

\_\_\_\_\_ I do NOT authorize the use of my/my child's image for any of the purposes listed above. \_\_\_\_\_ Initials

*By signing your name you agree to the following:*

**I have read and understand all the Diamond Dance Center policies and procedures and agree to abide by them, and I hereby verify that I have received a written copy of the policies and procedures.**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Student Name (please print)**

\_\_\_\_\_ **Signature of Parent or Adult Student**