

World Dance n Arts Policies

We are open 12 months out of the year with the exception of holidays and days posted on our online calendar.

Payments

- * Payments for monthly tuition are due on the 25th of the previous month. For Example: August Tuition is due July 25th.
- * Payments are considered late after the 1st of the month and a \$15 late charge will be assessed. (Please include this late charge in your total, if you know it is after the 1st.) No payment invoices will be handed out.
- * Monthly tuition is non-refundable and is based on a four week schedule. There is no charge for a fifth week! Therefore, full tuition is mandatory during the summer & holiday seasons.
- * Classes missed due to studio closures are not refunded, but can be made up. The extra 5th week of the month often makes up for it.
- * If you are a new student and start in the middle of the month we will pro-rate your tuition. No pro-rating for any other reason.
- * For your convenience, we accept all major credit cards, checks, and cash. Credit/debit card Auto-Pay is also available.
- * Please note that there will be a \$15 fee for returned checks and declined credit cards.
- * Tuition can be paid in our office or dropped into the office mail slot (located to the left of the front door. Please put in an envelope with student name, date, and explanation of payment. Ex.- June payment and costume fee).

Registration

- * There is annual registration fee of \$10. Per family. The registration fee is due at time of registration & annually in the month of January.
- * A monthly E-Newsletter is sent to all registered students with important news and updates. Please make sure you are receiving these at the beginning of every month. These newsletters will also be posted on our website under the BLOG tab.

Costumes

- * In order to ensure that everyone receives their costumes on time, costumes for performances are ordered 3 months ahead of time.
- * Due dates for payments will be posted on our online calendar.

Absences

- * We encourage all our students to attend every class to ensure they don't fall behind and to be fair to the rest of the class.
- * If you know you are going to be absent, please call ahead, if possible, to let us know.
- * If you miss a class for any reason, you may choose to take a make-up class, of your choice, within the same month.

Classes

- * Please arrive at least 5 min before class, so that classes may start on time. Take this extra time to stretch and put on dance shoes.
- * Please sign in your student before dropping them off, for each class they attend.
- * Parents ~ we welcome you to watch and support your dancers, but please refrain from commenting to your dancer during class time, it may become distracting to the class. Thanks!
- * Professional dance etiquette is required at all times in order to create a positive & supportive environment for all. Courteous behavior, good attitude, appropriate attire, full concentration and participation. No bullying will be tolerated.
- * A **Class Change Request Form** must be used to make **any** changes to your student account. This includes adding a new class, changing classes, adding siblings, etc. No verbal or other written notifications will be honored. Forms are available in the studio office.
- * Non-continuing students **MUST** notify the office before the 15th of the current month using a Class Change Request Form. Changes will take effect on the 1st of the following month & Students are responsible for all account balances.

Dance Attire

- * Please carry your dance shoes in with you to class and never wear your dance shoes outside.
- * Only dance shoes, socks, or bare feet are allowed in the studio, for safety reasons. Please visit WDA website to view dress code.
- * The dress code helps to create unity and ensures that our instructors are able to see each dancer's correct alignment and positioning.

Performances and Competitions

- * All students may take part in the many Family events and performances that WDA participates in.
- * Competition readiness will be decided by the instructor.
- * In order to be allowed to perform, dancers must attend the 4 classes before a scheduled performance/competition and tuition must be kept up-to-date.
- * Competition dancers are required to be enrolled in a Ballet class.

Academy of World Dance n Arts Company Policies are subject to change. The most current policies are always available on the WDA website.

Release from Liability and Indemnification

I understand and agree that by signing this waiver, I am freeing "Academy of World Dance n Arts" and its employees, officers, or agents from any liability resulting from my (or my child's) participation in this sponsored event, activity, or class. I recognize that participation in these sponsored events, activities, or classes can be dangerous to me (or my child), and accept those dangers. I understand that if I am (or my child is) injured, this waiver can be used against me and anyone else claiming any damages in legal action. I also understand that photos and videos may be taken throughout the year and these images may be published or used for advertising and promotional purposes by Academy of World Dance n Arts, and its agents. By signing, I hereby affirm that I have read & fully understand & agree with the above waiver and I have read & fully understand the studio policies.

Print Name _____ Signature _____ Date _____

(Parent or guardian signature if student is under 18, or signature of student if you are over 18)