

# STEPS 'N MOTION DANCE STUDIO POLICY AGREEMENT

## Registration Fee

A yearly **non-refundable** registration fee of \$55 per student or \$80 per family with two or more dancers is due at the time of registration. A student is not considered registered for class until this fee has been paid.

## Policy Agreement

Parents are responsible for completing and signing a Policy Agreement annually.

## Tuition Payments

All tuition will be charged to the credit card number in your customer portal on the **3rd of each month**. If you are registered before our season begins (August 18th) you are responsible for pro-rated August tuition whether you attend class or not. August tuition will be charged on August 25<sup>th</sup>. I understand that payment of all fees is my responsibility and that a \$10.00 tuition late fee may be applied to my account if the card on file is declined and cannot be processed for any reason. I further understand that it is my responsibility to maintain a valid credit card number and expiration date in the Steps Customer Portal, and that any changes or updates must be made by me through the Portal. No changes or updates will be accepted by phone or at the studio. Tuition remains the same regardless of how many classes a student misses. Tuition will only be prorated for new students enrolling in classes after the registration period.

## Refund Policies

- If paying tuition monthly, you are responsible for tuition in full each month. You may not deduct for classes missed due to illness, vacation, etc. Exceptions will be made on an individual basis if a student has a medical condition that restricts physical activity. A doctor's note must be submitted before a credit can be issued. Credits can be used for future classes at Steps 'N Motion.
- Students who drop after classes begin must provide written notice two weeks prior to dropping class. Tuition charges are based on the date of written notice, not the last class attended.
- Younger beginner dancers who enroll and then decide to drop class may have unused tuition credited to their account for future classes at Steps. Credits may not be transferred from one student to another.
- Please note that if we try to contact you, and after 3 weeks our attempts have been unacknowledged your dancer will be dropped from the studio roster. Also, please be aware that you will incur a new registration fee (\$55.00 single or \$80.00 family) if you wish to re-enroll your child in class.

## Returned (NSF) Checks

A \$35 service charge will be applied to your account when a check is returned for any reason.

## Revue Fee

Each child will be assessed a revue fee of \$85 (\$160 for a family). Revue fee deposit of \$40.00 (\$80.00 for family) is due in November. The balance of \$45.00 (\$80.00 for family) is due in March. The revue fee will cover rental of Ovens Auditorium, sets, lighting, music, revue t-shirt, etc. for our annual show. We do not charge admission for this show. **This fee is non-refundable.**

## Costume Fees.

Costume fees differ according to the discipline and number of dances. It is necessary to order costumes in December to ensure that we have them in time to make adjustments before the revue. Costume fees are **non-refundable**. If your costume fees are not paid, your costume will not be ordered.

## Image Release

I hereby grant permission for videos and photographs to be taken during class time and other performances. I understand that this media will be produced and used for advertising purposes and all social media. I authorize Steps N Motion Dance Studio Inc. to use my photograph or video on their website, printed material, and/or all social media without further consideration. I also acknowledge that Steps N Motion may not choose to use my photo/video at this time, but may do so at its own discretion or at a later date. I also understand that there is no compensation for this media.

## Make up Classes/Missed Classes

If a student misses a class, it may be made up within one month of the date missed. Make up classes are discontinued after instructors begin teaching dance revue routines. Once choreography begins students who miss 4 classes are required to schedule a private with instructor to learn choreography. Private cost is \$70.00 per lesson. Please note, it may require more than 1 private if a student has multiple dances. If a student fails to attend private make-up lessons, they will not be allowed to dance in our annual revue, and will forfeit all related fees.

## Dress Code

Specific dance attire is required for each class. Students who do not follow the dress attire requirements may not attend class.

*Please note: You will receive a payment calendar after classes begin. It will list your registration fee, monthly tuition, costume deposits and balances and the due dates. This calendar is for your records, and should be kept for future reference. We do not provide monthly statements unless you have a past due balance.*

Please print your name in the space provided below and sign and date.

\*I have read the Steps 'N Motion policies and conditions listed above and by my signature below indicate my understanding and acceptance of these policies.

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date