

# The Dance Academy of Loudoun 2017-2018 Policies

## Calendar

September 5 <sup>th</sup>	First Day of Classes (Leesburg)
October 31 <sup>st</sup>	Closed For Halloween
November 6 <sup>th</sup> -7 <sup>th</sup>	Closed For School Holiday
November 22 <sup>nd</sup> -26 <sup>th</sup>	Closed For Thanksgiving Break
December 17 <sup>th</sup> -January 1 <sup>st</sup>	Closed For Winter Break
March 26 <sup>th</sup> -April 1 <sup>st</sup>	Closed For Spring Break
May 28 <sup>th</sup>	Closed For Memorial Day
May 21 <sup>st</sup> -26 <sup>th</sup>	Last Week of Classes
June 2 <sup>nd</sup> or 3 <sup>rd</sup>	Annual Recital
Or June 9 <sup>th</sup> -10 <sup>th</sup>	Annual Recital

## Tuition

- Tuition is based on the full school year
- Payments can be paid via 1 full year payment, 3 trimester payments (8/15, 11/15, 2/15) or 10 installments

## Tuition Chart

<b>Total Hours</b>	<b>Full Year – 5% Discount</b> Credit Card, Cash or Check	<b>Trimester – 5% Discount</b> Credit Card, Cash or Check	<b>10 Payment Plan</b> Must Be On Auto-Pay
30 Minutes	\$500	\$165	\$52
45 Minutes	\$675	\$225	\$70
1 Hour	\$750	\$250	\$78
1 Hour and 30 Minutes	\$1093	\$364	\$115
2 Hours	\$1235	\$412	\$130
2 Hours and 30 Minutes	\$1378	\$459	\$145
3 Hours	\$1520	\$507	\$160
3 Hours and 30 Minutes	\$1663	\$554	\$175
4 Hours	\$1805	\$602	\$190
4 Hours and 30 Minutes	\$1948	\$649	\$205
5 Hours	\$2090	\$697	\$220

10 installment plan Automatic credit card	10 Payments	Due 8/15*,9/15,10/15,11/15,12/15,1/15,2/15,3/15,4/15, 5/15
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*\*First payment due at time of sign up (10 installment payments are only available with automatic payments)*

## **Tuition**

- Checks may be dropped in the tuition box in the waiting area or mailed to the studio. No postdated checks are accepted. Post-dated checks will be returned to you and late fees will apply if a new check is not received by the due date.
- A late fee of \$15 will be added to your account 10 days after the tuition was due if not paid on time.
- We have a couple snow days built into the schedule. If we go over the allotted snow days, you are welcome to come to another class for a make-up lesson before May begins.
- We will pro-rate tuition for those starting late.
- A \$35 registration fee is due for all returning and new students. \$70 is the most a family will pay in registration fees. Registration Fee waived before June 9<sup>th</sup>.

## **Refunds**

- **There are no refunds for tuition** unless you are moving out of the area or you have an excused medical reason. **No refunds on costumes fees or performance fees.**

## **Withdrawals**

- Once enrolled you are expected to pay all payments unless you withdraw in writing one month before the next tuition is due. You may withdraw by filling out the withdrawal form in the office. Withdrawal via email or phone will not be accepted.

## **Levels**

- Student's placement is at the discretion of the director and teacher. Students progress mentally and physically at different rates, therefore, age is only a guideline. The main object is that they learn in a safe and correct manner.

## **Absences**

- Regular attendance is very important and all effort should be made to attend all classes. Absences do not allow you to prorate tuition and are not credited to any other month.
- Make-ups are allowed. Students may partake in up to two make-up classes per semester. However, no make-ups will be allowed within the month before the recital. All make-ups must be used while student is still enrolled.
- The studio may or may not be closed when Loudoun County schools are closed for holidays. Please consult the calendar to holiday closings.
- The studio may or may not be closed when Loudoun County schools are closed for inclement weather. We will leave closing messages on the machine one hour prior to the class. One or two hour delays will not change the class schedule for that day.

## **Recital Costumes**

- Every family with a student participating in the recital will pay a \$25 recital fee on November 15<sup>th</sup>. This fee will give your family two tickets to the end of the year recital.
- The recital costume fee is also due on November 15<sup>th</sup>. This fee will be between \$55-\$95 depending on the class. We will measure students in November/December.
- All classes are in the June recital unless specifically noted on the class schedule.
- Any student in our young dancer program will have an informal recital in February and a full recital with costume in June.

## **Dress Code**

- Students must be dressed properly to participate in class.
- No jewelry or gum and hair must be in a ponytail or bun.
- Combo class students will need a pink or black leotard, pink tights, pink leather ballet shoes (no slippers) and black patent leather Mary Jane Tap Shoes with ribbon ties. Combo three students will wear their ballet shoes for the jazz portion of the class.
- Tumbling students will need any color leotard or biketard. Short and Transition or footless tights are optional.
- Tiny Tots and Ballet ages 5-7 are required a black leotard, pink tights, pink ballet shoes (no slippers), and hair in a ballet bun.
- Ballet level 2 and above are required a black leotard, pink split sole ballet shoes, and hair in a ballet bun.
- Ballet Ages 13+ are required a ballet-colored leotard (black, dark green, navy, or burgundy), pink tights, pink split sole ballet shoes, and hair in a ballet bun.
- Jazz and Jazz/Hip-Hop students will need a solid color leotard or dance top/shorts, and tan slip-on jazz shoes.
- Students in Hip-hop only classes will need comfortable clothing and athletic shoes (no black soles) or tan slip-on jazz shoes. No Denim.
- Tap students will need a solid color leotard or dance top/shorts. Shoes will vary depending on level of the class.

# 2017-2018 Registration Form

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_ # \_\_\_\_\_

Student's Name \_\_\_\_\_

Allergies and/or Medical Conditions \_\_\_\_\_

Birth Date \_\_\_\_\_

1<sup>st</sup> Class \_\_\_\_\_

2<sup>nd</sup> Class \_\_\_\_\_

3<sup>rd</sup> Class \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Trimester or full year Tuition: \$ \_\_\_\_\_ (10 payments must fill out auto credit card payments)

**Total Payment Due: \$ \_\_\_\_\_**

## Parent Release:

- Any dancer participating in dance takes certain incumbent risks. These risks include, but are not limited to sprains, pulled muscles, and broken bones. I hereby release the studio from any claims for damages or injuries, which may result from participating in studio activities.
- There are no refunds for tuition or costume payments.
- The registration fee is non-refundable. However, registration received in May, June or July may be canceled by August 1<sup>st</sup> and receive a full refund minus a \$35 filing fee.
- Once enrolled you are expected to pay all payments unless you withdraw in writing one month before the next tuition is due. You may withdraw by filling out the withdrawal form in the office. Withdrawal via email or phone will not be accepted.

## Release signature (Parent if under 18):

\_\_\_\_\_

If you would like to pay 3 trimester payments via auto-pay please fill out the form below:

CC#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**\*If you would like to pay monthly you must fill out the form on the back of this paper.**

Office use only:

Credit \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

# Automatic Payment Plan 2017-2018

We accept American Express, Visa, and MasterCard

**Student's Name:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

Full first payment due when registering along with registration fee:

The next payments will be deducted from your credit card 9/15/17, 10/15/17, 11/15/17, 12/15/17, 1/15/18, 2/15/18, 3/15/18, 4/15/18, and 5/15/18 (10 payments total).

## Refunds

- There are no refunds for tuition or costume payments.
- The registration fee is non-refundable. However, registration received in May, June or July may be canceled by August 1<sup>st</sup> and receive a full refund minus a \$35 filing fee.

## Withdrawal

- Once enrolled you are expected to pay all payments unless you withdraw in writing one month before the next tuition is due. You may withdraw by filling out the withdrawal form in the office. Withdrawal via email or phone will not be accepted.

## Declined Credit Card

- When we run your card and if it is declined you have 10 days to make the payment due or a \$15 billing fee will be applied to your account. You will receive an email the day we run the card with the accepted charge or a declined notice. You can update your card at any time either online or at the studio.

CC#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I agree I am responsible for 10 payments of \_\_\_\_\_ and additional if my dancer(s) add(s) classes unless I submit a withdrawal form 30 days before my next payment is due.

**Signature** \_\_\_\_\_