

The Dance Loft Policies and Procedures

Registration- TDL operates on 2 semesters. Each semester runs for 18 weeks. The class schedule will operate the same throughout the year. If you choose to pay for all 36 weeks in full at the time of registration you will receive 10% discount for the entire tuition. If you choose to pay the entire semester (18 weeks) in full a 5% discount will be honored for the semester. A monthly payment option is also available for your convenience. Monthly tuition will be due on the 28th of each month. If your tuition becomes delinquent after the 28th of each month a 7 day grace period is given. A late fee of \$15.00 will be added to your tuition.

Trial Class- We offer 1 trial class for all new students. If you wish to try an additional class, there will be a \$15.00 fee for the second trial class.

Class Cancellations- There must be 5 students enrolled in a class to remain open.

Requirements- All level 3's and up must be enrolled in ballet with all disciplines excluding hip hop and tap.

Returned Checks/Credit Cards- A fee of \$25.00 will be assessed to the client account if any checks are returned for either insufficient funds or declined credit cards.

Forms of Payment- We accept all major credit cards except American Express. Checks and cash are also accepted.

Discounts- There are no discounts applied for one enrolled student per family but there is a 10% discount applied for two or more students enrolled per family,

Adult Punch Card- The punch card is available to anyone 18 years or older. The punch card expires at the end of each semester and cannot be carried over.

Master Card- This card is a 4 class punch card for the Master Class Series. No discounts will be applied to this card. The Master Card expires 6 weeks from the date of purchase.

Master Class Series- To attend this class you must call or email the studio to inform you will be attending. Please check-in with the front desk to have your card punched before entering the class. You must be enrolled in 2 technique classes at The Dance Loft to attend.

Absence- Please email or call the studio if your child will be absent from class.

Refunds- There will be no refunds unless The TDL cancels a class.

Prorate- We do not prorate any classes. Any classes missed can be made up in a similar class and level.

Make-up- Classes Missed must be made up in another similar class and level during the current semester. Classes not made up will be forfeited.

Showcase and costume fees- A flat rate of \$85 will be due mid-November for costumes and recital fee. All preschool and kindergarten fees will be \$50. This fee includes 1 costume and 1 pair of tights to match. Any additional costumes will be assessed a \$60.00 fee. Please note that the costume fee does not include showcase tickets.

Medical Situations- In the case of a medical condition which prevents a student from dancing and exists for 30 days or more, a credit will be issued toward the next semester under the following conditions: 1) a letter must be presented from a doctor stating the medical condition and the number of days a dancer is unable to participate in class; 2) a credit, determined by the number of days as indicated by the doctor and 3) dancers, if physically unable to participate in class, must continue to attend and observe their classes so they do not fall behind in the curriculum. . In order to return and participate in class you must provide a doctor's note that you have been cleared to return to normal dance activity.

Photographs of Students may be taken for time to time for advertising. These photographs may be used in our promotional material, social media or website and are for our use only. Please inform the office if you do not want your or your child's image used.

Lost Items- The studio is not responsible for lost items. Please label all belongings. Do not leave valuable items in the dressing area. Items of value may be brought into the classroom dance studio while in class. As a courtesy, a lost and found box can be found in the studio's dressing area. At the end of each semester we will donate any unclaimed items to a charitable organization.

Inclement Weather- The safety of our students, teachers and parents are of utmost concern. If inclement weather does occur (snow, ice, or dangerously cold temperatures occur), we may choose to cancel classes. Generally, we follow District 211 weather closures. Sometimes, however, the weather and roads may clear in time for our afternoon classes. Please call the studio or check our Web site for updates. Classes missed because of weather closures may be made up in a similar class according to our make-up policy. Classes will not be rescheduled and refunds cannot be offered.

Please be sure the studio has your current email address on file and read all emails from the studio for important updates.