

**Charisma School of Dance**  
**Financial and Studio Policies**  
**September 2023 – August 2024**

**Registration Fees:**

- \$30 New Family Registration Fee for new dancers is due at initial registration and will not be prorated. This fee covers all dancers living in the same household.
- \$10 Registration Fee for established dancers is due at fall registration annually regardless of when the initial registration fee was paid.
- \$10 Re-Registration Fee for dancers who have disenrolled and then re-enroll within the same registration session.
- All registration fees are non-refundable.

**Tuition:**

- Tuition is due on the 1<sup>st</sup> of each month. All tuition payments are required to be paid by auto pay (credit card).
- Tuition is the same amount each month regardless of holidays or breaks. Tuition is calculated for the full session then divided into equal monthly payments, billed on the 1<sup>st</sup> of each month, September 2023 through June 2024. No prorations apply for missed classes during the September through June session. Dancers may request permission to attend another class as a makeup for missed classes.
- Summer (July and August) tuition is paid on the 1<sup>st</sup> of each month by auto pay and Charisma allows a proration for up to 2 weeks vacation with dates noted at registration. There are no other tuition discounts for summer session.
- Tuition is due whether class is attended or not.
- A tuition discount of 10% is given if entire year tuition (Sep 2023 to Jun 2024) is paid in full by September 30<sup>th</sup>. This payment is non-refundable.
- \$250 tuition limit is per dancer, not per family.
- Tuition fees are per dancer, not per family.
- If tuition is not paid in full, including late fees, by the 15<sup>th</sup> of each month, the dancer will not be allowed to participate in class until balance is paid in full.

**Tuition Rates:**

- **Tuition rates are per dancer for classes 45 minutes in length.**
- **Classes are ATTENDED WEEKLY and tuition is PAID MONTHLY.**
- **Tuition is the same each month regardless of holidays or breaks. Tuition is calculated for the full session then divided into equal monthly payments, billed on the 1<sup>st</sup> of each month, September 2023 through June 2024.**

One class per week: \$55/mo  
Two classes per week: \$95/mo  
Three classes per week: \$120/mo  
Four classes per week: \$145/mo

Five classes per week: \$170/mo  
Six classes per week: \$200/mo  
Seven classes per week: \$230/mo  
Eight or more classes per week: \$250/mo

One 30 Min Class per wk: \$52/mo  
**Classes Longer than 45 Min**  
**1 hour class: Add'l \$8/mo**  
**1 hour 15 min class: Add'l \$15/mo**

**Late Fees/NSF/Returned Payment Fees:**

- A \$25 late fee will apply to all accounts not paid in full by the 5<sup>th</sup> of each month. Late fee will be applied on the 6<sup>th</sup>.
- A \$25 fee will be charged for any returned payments.
- A \$10 late fee per costume will be charged for costume deposits and balances if not paid by the due date.

**Recital Fees and Competition/Convention Fees:**

- A recital fee of \$25 per dancer will be charged to the credit card on file on May 15<sup>th</sup>.
- A \$25 per routine admin fee will be charged to non-company dance members for each competition entered.
- A \$25 admin fee will be charged to non-company dance members for each convention registration. Conventions are optional.

**Dropping a Class/Adding a Class (visit website to submit the Class Change Form):**

- To drop a class, the Class Change Form must be submitted online by the last day of the month to terminate billing. Without form submission, auto pay will continue to collect monthly tuition and costume deposits/balances with no refunds. There are no tuition refunds for mid-month class drops. If a class is dropped after costume deposit has been collected, the dancer is responsible for the costume balance due and will receive a costume.
- To add a class, the Class Change Form must be submitted online. Tuition proration will be calculated based on the date of the 1<sup>st</sup> class attended.

**Costume Deposits/Balances:**

- Will be automatically billed to the credit card on file.
- Costume fee is \$100 per costume. (The majority of classes will only need 1 costume) Note: Technique classes do not apply.
- Costume Deposit: \$50/costume due on November 15, 2023.
- Costume Balance: \$50/costume due on January 15, 2024.
- Once a deposit has been made on a costume, the balance is due even if dancer does not perform, does not attend class, drops the class, or terminates their registration with the studio.

**Private Lessons:**

- Private lesson fee is \$35 per 30 minutes.
- Private lesson is paid for at the time of booking and is paid directly to the instructor. Suggest payments be made through a mobile cash app with lesson dates noted for easy tracking. If the dancer(s)' lesson is with Ms. Erin, the payment will be charged to the credit card on file at the time of booking.
- No refunds.
- Cancellations within 24 hours of lesson: Fee will be applied to next lesson.
- No show or cancellations with less than 24 hours: Fee is forfeited, is non-refundable, and will not be applied to any future lessons.

**Charisma Boutique and Dance Wear:**

- All purchases are paid for at time of purchase. Payments may be made with the credit card on file.

**Tickets to Recitals/Showcases:**

- Tickets will be made available for purchase through the studio. These can be charged to the credit card on file. See the Year At A Glance for ticket sale dates and pricing. Ticket sales are non-refundable.

**Late Pickups:**

- Dancers not picked up by the end of the last class of the day will be charged \$30 per 15 minutes. The \$30 charge begins at the start of each 15 minute increment with no prorations. Dancers will not be left outside for pickup without supervision.

**Communication/Emails/Newsletters/Billing Receipts:**

- All studio communication is delivered to the email address provided at the time of registration. A monthly newsletter will be sent out and it is the responsibility of the family to read the information provided. Specialty emails will be sent out during our events that are full of great information and answer most questions. Please read these emails prior to reaching out to Charisma staff with questions.
- Ensure your email on file is up to date as this is the main form of communication from the studio.
- Billing receipts are sent from Quickbooks each time your credit card is charged. If you have questions on the breakdown of charges, please open the pdf receipt to read the detailed charges noted in the memo section. If you have any additional billing questions, please email [charismaschoolofdance@gmail.com](mailto:charismaschoolofdance@gmail.com)

**Performances:**

- All dancers are invited to participate in the Year-End Recital in the spring, which includes a recital fee per dancer. There are multiple shows, each with a unique lineup, and tickets available for purchase. Performers do not need a ticket. Most classes perform at only one show time, but dancers who perform in multiple classes and company teams should be prepared to perform at multiple show times.

**Dress Code:**

- Dress code information is available on the Charisma School of Dance website. All dancers must be in proper dress code for class by September 30<sup>th</sup>.

**Personal Items:**

- Dancers should bring only essentials to class and leave valuables at home. Cellphones and phone watches may not be used in class, but may be placed in their dance bag. Jewelry and valuables should be left at home. Any clothing or items left at the studio will be kept in our Lost & Found bin for a few weeks. Thereafter, any unclaimed items will be donated. Charisma School of Dance is not responsible for valuables, cellphones, ear buds, headphones, etc that are misplaced, lost, or stolen.

**Attendance:**

- Students are expected to arrive on time to class. Students should make a reasonable effort to attend all classes. When choreography is being set for the Year-End Recital, dancers missing two or more consecutive classes may require private lessons, at the dancer(s)'s cost, to catch up. Dancers missing four or more consecutive classes near performance time might not be allowed to perform. If a dancer is to miss a class, please notify Charisma School of Dance through email at [charismaschoolofdance@gmail.com](mailto:charismaschoolofdance@gmail.com) so the teacher can plan accordingly.

**Make Up Classes:**

- Classes missed due to weather, illness, school event, etc are non-refundable, but may be made up in any age and level appropriate class. We encourage dancers to attend make up classes promptly.

**School Closures:**

- School closings due to holidays and events are posted in our Year At A Glance. Class cancellations due to weather will be sent by email and posted on our social media.

**Code of Conduct:**

- We work to create a safe and encouraging environment for our families. Please notify us in writing if your child has any behavior, social, or medical issues we should be aware of. We have zero tolerance for bullying. If proven, the dancer/parent/guardian will be removed from the school with no refunds. Dancers/families must be respectful towards their teachers, peers, and the studio space.

**Participation/Covid-19 Waiver/Photo Release:**

- **By signing below, I acknowledge that participation involves physical activity and certify to Charisma School of Dance and its directors and employees that the participant(s) is(are) physically fit for this activity and has (have) not been advised by any medical professional that such participation should be avoided or limited. Though necessary precautions will be taken, I also acknowledge the risks associated with COVID-19 and the potential for my child(ren)'s exposure due to participation at Charisma School of Dance. I agree to abide by Charisma School of Dance's safety procedures and requirements and hereby release Charisma School of Dance, and its directors, employees and volunteers of any liability for harm or injury incurred under any circumstances. I also give permission for the participant to be filmed/photographed for use in Charisma School of Dance's publications, media, marketing, and social media. First names may be used in social media marketing.**

I have read and understand the Charisma Financial and Studio Policies. My signature confirms I agree to the terms and conditions. I understand these policies may be changed/updated at anytime, which I will be requested to sign the updated version. By becoming a dancer/family of Charisma School of Dance, I am agreeing to abide by Charisma School of Dance's Code of Conduct, safety procedures, policies, and guidelines. Charisma School of Dance reserves the right to discontinue service to any dancer/family who is not keeping in line with the studio etiquette and policies as described above.

Dancer Name(s): \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_