

PERFORMING ARTS WORKSHOP STUDIO POLICIES:

REGISTRATION:

A non-refundable fee of \$30 per student (\$50 family registration) is required yearly at time of registration.

PAYMENT:

Tuition must be paid in full monthly and is the same every month regardless of holidays or missed classes. **Tuition is due on the 1st of the month, on the 3rd a \$20.00 late fee will automatically be added.** If the monthly rate is not paid in full due to lack of attendance, etc., the single class rate will apply. There will be a \$15.00 charge for returned checks. Tuition may not be applied to future payments and is not transferable to another student except within the family. There are **NO REFUNDS**, credit can be given for extended illness or injury. Family discounts are available.

CREDIT/DEBIT:

A \$2.00 Convenience Charge will be added to all credit/debit card payments. No refunds given for credit/debit card charges. If a refund is necessary, a credit towards future tuition will be given. To authorize the automatic payment of monthly tuition with a credit/debit card, complete a "Credit/Debit Card Authorization" form with the studio manager.

WITHDRAWAL:

Please inform the Director or Studio Manager if you are planning to discontinue classes at the studio.

DRESS CODE:

GIRLS BALLET - Any color leotard, theatre pink tights & pink slippers; hair pulled back out of face, no jewelry, no gum.

BOYS BALLET - Black tights, white tee-shirt, white socks, black or white ballet slippers.

ADULT DRESS - Choice of dance wear that provides visibility of the body to class instructor. No shoes that scuff the dance floor.

ATTENDANCE

Make up classes are offered as a courtesy and must be taken within the tuition month. No credits or refunds are given for classes missed. The studio must be notified of absences, schedule changes or discontinuance.

PARENTS ARE INVITED TO OBSERVE ONE CLASS IN THE FIRST WEEK OF THE MONTH.

PAW'S CLOSED

CLASSES FACILITATE A MORE CONCENTRATED LEARNING ENVIRONMENT.

PARENT'S RESPONSIBILITY:

It is the responsibility of the parent or adult student to be aware of all studio activities, such as rehearsals, recitals, extra classes, and dates the studio is open or closed. The studio will post all such notices on the "Upcoming Events" board as well as sending e-mail notices. It is the parent's responsibility to regularly check these boards to ensure they are

informed. It is the responsibility of the parents or adult students to inform the studio of any address, telephone number or e-mail changes.

CARE OF STUDENTS:

The studio is not responsible for providing before or after class care for students. Students are not to be left at the studio for excessive time before or after class. Parents are invited to observe the 1st class of each month. An occasional substitute teacher may be hired to teach a class. PAW is not responsible for lost or stolen items

INJURIES:

Parents of/Legal Guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during or after class time. It is studio policy to dial 9-1-1 immediately in the case of any serious injury at the studio.

PHOTO RELEASE:

The studio is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the studio creates.

GRIEVANCES:

If you have a grievance of any kind with the studio, please contact the Office Manager at pawencinitas@live.com to set up a meeting with the Administrative Team and your issue will be discussed promptly.