

Garden City Dance Studio Policies

PARENTS OF STUDENTS AGES 4 AND YOUNGER MUST REMAIN IN THE LOBBY DURING CLASS.

Tuition and Payments: THERE ARE NO REFUNDS OR TRANSFERS ON TUITION PAYMENTS. All students are required to leave a credit card on file.

All payments are processed to your credit card on file on the **first** of each month. **STOP RECURRING CHARGES** in writing to GardenCityDanceStudio@gmail.com. Your tuition payments will be halted once we receive your written withdrawal. There will be a drop out fee after January 1st. This fee is 50% of your tuition payment. We encourage students to continue the season as to not disrupt the choreography for the recital. There will be a \$20 fee if you switch to a different class after December 1st. Your last tuition payment will be in April and this will conclude your payments for the season.

There will be eight (8) tuition payments for the season. There is a \$30.00 registration fee per student. Costume payments will also be automatically charged to your account. Costume deposits are due in October and the balance will be paid with February tuition. Please see payment schedule for tuition and costume fees. Your account will be charged a \$30.00 fee if your card is declined and payment isn't made within 24 hours, if your check is returned to us unpaid or your payment is received after the 1st of each month. We do not allow students to attend classes if your account is 30 days in arrears. Costumes are not distributed until your account is paid in full for the season.

Tuition will not be prorated for absences, holiday or studio closures due to inclement weather or emergency closings.

Holiday closings are not to be made up as they are calculated into the annual tuition.

Please note that Garden City Dance Studio hires working professionals for our faculty. Teachers may be out from time to time doing professional work. Classes will always be covered by sufficient substitutes.

- **Class cancellations:** GCDS will have the right to cancel or combine classes due unforeseen circumstances. If we need to combine your class with another class of a similar style and you cannot attend the new time, we will refund the **remainder** of your paid **tuition** minus the registration fee. GCDS reserves the right to decline a registration at the director's discretion.

Absences

- You must call the studio to inform us if your child is going to be absent. You can leave a message on our voicemail at anytime.
- Students may make up 2 missed classes for the season. Make up classes are available by appointment only. Please book your make up class AFTER you have been absent. Please try to keep your attendance consistent in order to achieve progress in class. **Classes cannot be made up between January – April. We will resume make up classes in May. If you miss more than 4 classes after March, you will be at risk of being removed from the class and recital. Drop out fees will be applied.**

Dance Attire & Etiquette – STRICTLY ENFORCED!

- Please see registration confirmation form for dance attire for each genre.
- Hair should always be in a ponytail or a bun.
- Cell phones, chewing gum and jewelry of any kind will not be permitted in class. No loose headbands or bows that can fall out during class.
- No Street clothes or street sneakers permitted in class. **Please DO NOT wear your dance shoes on the street.** Students who are disruptive in class will be asked to leave for the day and will not be eligible for a make up class.

Costumes:

- **A \$60 costume deposits is required with your October tuition payment.** The balance of the costume payment will be due with your February tuition payment. Costume deposits are refundable until November 30th.
- **After November 30th, you will be responsible for the balance of the costume in full. There are no exceptions.** Costume balances will be between \$38.00 - \$60.00. This will be charged to your account on file. If you have dropped out, once the costumes have arrived, you will be notified when you can pick up your costume once you've paid the drop out fee. Drop out fee will be equivalent to 50% of your tuition payment.
- Costume prices START at \$85.00. Tights and accessories, if needed, are included. Dance shoes are NOT included with your costume. We will take measurements of all students in class in October. We do allow for growth when ordering the costumes. GCDS is not responsible for alterations. If a costume needs to be ordered after November 30th, there will be an additional \$20.00 single order fee. All costume size exchanges must be approved by GCDS
- Costumes will not be distributed until your account is paid in full for the season. This includes all tuition and costume balances. In case of serious injuries such as broken bones or surgery, we can put your account on hold for up to 4 weeks with a doctor's note.
- If you switch classes after costumes are ordered, you will be responsible to purchase the costume for the first class and purchase a new costume for the new class you are switching into plus an addition \$20 single order fee.

Recital

- Recital will be held at the Tilles Center. Date to be determined. We will have 2 separate shows. You may purchase as many tickets as you like.
- Although we make every effort to keep siblings and multiple classes in the same show, there is a possibility that your child may perform in both shows.
- If your child /children are in both shows, we will allow 4 complimentary tickets for the second show.
- Tickets are sold at the studio and you can make your purchase with a credit card, check or cash.
- There will be a \$20 fee added to all ticket orders. This fee is for a link to the recital video that will be emailed to you after recital.

Parent's signature _____ Print student's name _____