

Garden City Dance Studio Policies

2023-2024 All classes are drop off

Tuition and Payments: THERE ARE NO REFUNDS OR TRANSFERS ON TUITION PAYMENTS. **There is a 3% charge on all credit card transactions.** There is no fee on debit cards. I have read and signed the payment agreement form. All accounts are required to leave a credit /debit card on file. All payments are processed to your credit card on file as per the payment schedule enclosed unless you have made a cash or check payment prior to the due date of the next payment. **TO STOP RECURRING CHARGES,** please send your request in writing to GardenCityDanceStudio@gmail.com. Your tuition payments will be halted once we receive your written withdrawal. Prior payments will not be refunded to your account once you have withdrawn. There is a \$150 withdrawal fee for early termination of your enrollment. Your account will be charged a \$30.00 fee if your card is declined or your check is returned to us unpaid. Students will not be permitted into class if your payment is 15 days in arrears.

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 see our website for holiday closures or ask for a copy at the reception desk.

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 or rescheduled at a later date.

Class cancellations and absences: GCDS will have the right to cancel or combine classes due to unforeseen circumstances. If we need to combine your class with another class of a similar genre 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. 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.

Classes cannot be made up after January 31, 2024. We ask that you have consistent attendance to insure your child's progress in class. Any student that misbehaves in class will be removed from class. There will be no refunds for tuition.

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, hair beads 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 and tuition:

Students will be measured in class for their recital costumes. Costume payments will be automatically charged to your account. Please see the payment schedule for costume fees and due dates. Once your child's costume has been ordered, you will be responsible for the balance of the payment due. Costumes will not be distributed until your costume and tuition payments are paid in full for the season.

- **A \$60 costume deposits is required with your October tuition payment.** The balance of the costume payment will be due with your January tuition payment. Costume deposits are refundable until November 15, 2023. You will be responsible for the balance of your costume after November 15, 2023. You will receive an invoice for the balance of your costume prior to January. 1:2024 via email.
- Costume prices range from \$90.00 and above. This fee includes tights if needed. (Accessories and dance shoes are NOT included) If you withdraw from classes once the costumes have been ordered, you will be responsible for the entire cost of the costume and you will be notified once your costume is ready for pick up. Costumes will not be released until your costume and account is paid in full for the season.
- GCDS is not responsible for alterations, damages, tights (if included) or lost accessories once you have taken the costume home.
- If a costume needs to be ordered after November 15th, there will be an additional \$20.00 single order fee. All costume exchanges must be approved by GCDS.
- Please make sure you receive all copies of our payment schedule, policy form, holiday closures and registration confirmation.
- In case of serious injuries such as broken bones or surgery, you can request to place your account on hold for up to 4 weeks with a doctor's note. We cannot place your account on hold for covid related issues unless the student is hospitalized.
- If you switch classes after costumes have been ordered, you will be responsible to purchase the costume for the first class and purchase a new costume for the class you are switching into plus an addition \$20 single order fee.

Recital / Media package

- All students will participate in the recital. If you decided to opt out of the recital, please let us know at registration. We will have multiple shows on one day. If your child /children are in multiple shows, you will receive **complimentary tickets** to the alternate show.
- 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 multiple shows.
- Tickets are sold at the studio through a lottery system.. Children under the age of 4 will not need a ticket but must sit on someone's lap. There are absolutely no refunds on tickets unless the event is cancelled. All ticket sales are strictly cash or check only. Each family will receive 1 program for the recital.
- GCDS offers a free video of your child's recital. This link will be emailed to you approximately 6-8 weeks after recital.
- GCDS is not responsible for any injuries sustained while in our studio.

I have read the above policies and agree to all terms listed.

Parent's signature _____ Print student's name _____