

Garden City Dance Studio Policies 2024-2025

Classes for ages 5+ are Drop Off

Tuition and Payments: Tuition is due on the first day of the month. 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. **There is a 3% charge on all credit card transactions.** There is no fee on debit cards. Your account will be charged a \$35.00 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. **THERE ARE NO REFUNDS OR TRANSFERS ON TUITION PAYMENTS. 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 Prior payments will not be refunded to your account once you have withdrawn.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.

Registration fees are non-refundable. GCDS reserves the right to decline any registration at the director's discretion.

Tuition will not be prorated for absences, holiday, or studio closures due to inclement weather or emergency closings. There are no makeups for holiday closings and were calculated in the annual tuition. Please visit our website for holiday closures or ask for a copy at the reception desk.

Garden City Dance Studio hires 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 to 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. 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 any time. 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.

Makeup classes are not available after January 31, 2025. We ask that you have consistent attendance to ensure your child's progress in class.

Dance Attire & Etiquette – STRICTLY ENFORCED!

- Please see the registration confirmation form for dance attire for each genre.
- Hair should always be in a neat ponytail or bun. No loose headbands, hair beads, or bows that can fall out during class.
- Cell phones, chewing gum, and jewelry of any kind are not permitted in class.
- No street clothes or outdoor sneakers permitted in class.
- Please DO NOT wear your dance shoes on the street.

Please note that students who are disruptive in class will be asked to leave for the day and will not be eligible for a makeup class. Any student that misbehaves in class will be removed from class. There will be no refunds for tuition. Tuition is non-refundable.

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 deposit 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, 2024. You will be responsible for the balance of your costume after November 15, 2024. You will receive an invoice for the balance of your costume by January 1, 2025, 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 and must provide a doctor's note. We cannot place your account on hold for any 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 additional \$20 single order fee.

Recital / Media package

- All students will participate in the recital. If you decide to opt out of the recital, please let us know at registration. We will have multiple shows scheduled on one day. If your child(ren) are in multiple shows, you will receive complimentary tickets to the other show.
- We make every effort to keep siblings and multiple classes in the same show, but there is a possibility that your child(ren) 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.

By signing below, I acknowledge that I have read and understand the above policies, and that I agree to abide by them.

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____