

School Policy and Procedures agreement for all Group classes, lessons, camps 2017-2018

Registration Fees: A non refundable fee of \$30.00 per student is required yearly at time of registration.

Refund Policy: All fees paid to AEDE are non-refundable. No refunds or credits will be issued under any circumstances, including but not limited to, Travel, Medical , vacations, religious holidays or observance, withdrawals etc. Dance Extensions inc. is not obligated to send invoices for payments due.

Payment of Fees: Dance Extensions' programs run from mid September through June. Our payment system is based on 10 equal payments. The start and end days may vary from one year to the next. When you enroll, you are enrolling for the full school year. See tuition table for payment options.

Returned Checks: There is a fee of \$25.00 for returned checks.

Costume Fees for Dance: Costume deposit fee per costume is included in the first tuition payment.

Parent's Responsibility to be Aware of Tuition fee schedule, Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as tuition due dates, observation days, recitals, extra classes and dates the school is open or closed. The school will post, email or mail notices home. It is the parents responsibility to regularly check the school yearly calendar or notices at the school or posted on Danceextensions.com to ensure they are informed. It is the responsibility of the parent to inform the school of any address, email or telephone number change.

Registration Fees: A non refundable fee of \$30.00 per student is required yearly at time of registration.

WITHDRAWALS: 30 Days written notice required to discontinue automatic tuition payments. Example: If you would like to with draw March. 1st. We need written notice on or before Feb. 1st.

Classes: Classes are filled on a first come basis. When a class is deemed full by Dance Extensions inc. it will be closed. If spaces subsequently open up in those closed classes they will be filled on a first come basis. Dance Extensions inc. is not responsible for keeping waiting lists for closed classes.

Payment of Fees: You are enrolling in a program that runs from **mid September to May**. Tuition is paid in ten equal payments. If you register before the month of September you will be charged the 1st payment of ten tuition payment. If you register in September or later you will be charged the 1st and 2nd payment upon registration. The start and end days may vary from one year to the next. When you enroll, you are enrolling for the full school year. All tuition is paid by Auto debit monthly. Dance Extensions inc. is not obligated to send invoices for tuition fees.

Costume Alterations: PARENTS ARE RESPONSIBLE FOR MINOR ALTERATIONS IE.: Hemming pants tightening waist band etc.. Dance recital costumes are sized based on your child's measurements. Growth is taken into account when costumes are sized. Dance costumes are not custom made for each child. AEDE will take care of any major problems with costumes.

Attendance, Lateness, Make-ups: The school reserves the right to have students who come late to class, sit out the class. Attending less than 80% of the year's classes is considered excessive absenteeism. Dance Extensions reserves the right to terminate lessons for any student with excessive absence or an inability to follow school guidelines and proper class behavior, **no refunds will be given**. Students missing a significant amount of classes may not be allowed to perform in the year end recital. In the event that your child is seriously ill and cannot attend class, we ask that you call and inform us. One make-up per month, for dance classes only, is allowed for classes missed due to illness. If tuition is outstanding no make up classes will be allowed. You must call the studio in advance to schedule a make-up for your child. School activities such as trips, parties, rehearsals, etc., do not qualify for make ups. In the event the studio must close due to severe weather conditions make up classes will not be given.

Student Care: The school is not responsible for providing before or after class care for students. Students are not to be left alone at the school for excessive time periods.

Photographs/video: Upon enrollment students and their parents hereby give authorization to Anita Ehrler's Dance Extensions to use photographs or video of enrolled students and associated family members or others at studio functions and events for promotional purposes. The school is also granted permission to take photographs of students to use in brochures, websites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school and/or performing company to copyright such photographs in it's name.

Website Postings: AEDE does not endorse anyone posting photo's or video footage of any students, teachers and or family members taken at AEDE or during performances, on any website public or private. Including but not limited to, Youtube, Facebook, Twitter, Instagram etc..

DRESS CODES: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class will result in a student being asked to sit out the class. Repeated failure to wear required dancewear to class will result in termination of lessons. . Please check dress code for your child.

Solicitation: Solicitation and or attempts to sell products of any kind IE: Costumes, Shoes, Hair products, Make up etc , or advertising to

our clientele of any kind without Dance Extensions inc. written permission is strictly prohibited

HOLD HARMLESS: It is understood and agreed between Dance Extensions Inc. and the undersigned that anyone attending the school agrees and discloses that they are carrying their own medical insurance. If Dance Extensions Inc. accepts the undersigned party's minor child or the undersigned as an enrollee and participant in any of Anita Ehrlers Dance Extensions programs that they will assume the risk and hold Dance Extensions Inc. harmless from any injury, damage, or expense that might be incurred as a result of their child's or their own participation in the instruction and activity embodied in the program of Anita Ehrlers Dance Extensions school; and do covenant and agree to refrain from suit or any other action for injuries or damages growing out of injuries to the child or themselves while an enrollee at Anita Ehrlers Dance Extensions. Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on the school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

RECITAL PERFORMANCES: Students will be asked to perform in multiple recitals. Year end recitals are held for dance, voice, acting, and music. Students with siblings and / or taking multiple classes may be required to appear in multiple recitals. Admission is not free there is a charge for tickets. Students are required to remain backstage throughout performances to take a bow at the end of the show.

Withdrawals must be done in writing and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal forms may be obtained in person not through the mail. All pre-registration and Registration fees are non-refundable

Refund policy: I understand that Dance Extensions inc. does not issue refunds or credits for any reason, including but not limited to missed classes due to illness, withdrawal after the two month grace period, dropped class, religious observance or vacations.

Auto debit payments require 30 days written notice to cancel.

I HAVE READ AND AGREE TO THE GROUP LESSONS, CLASSES, CAMPS POLICY