

# AEDE School Policy and Procedures for private lessons 2015-16

**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.

• **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 Payment of Fees:

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, such as observation days, recitals, extra classes and dates the school is open or closed. The school will post all such notices at the school as well as send home notices with students and or mail notices home. It is the parents responsibility to regularly check the notices at the school to ensure they are informed. It is the responsibility of the parent or adult student to inform the school of any address or telephone number change. •

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

**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 Ehrler's 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 Ehrler's 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 Ehrler's 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:** Year end recitals are held for dance, voice, acting, and private music lessons. 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. During performances students may be required to remain backstage throughout the performance. Bowing at the end of the show is required.

**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.

**Solicitation:** Solicitation and or attempts to sell products of any kind IE: Costumes, Shoes, Hair products, Make up music etc , or advertising to our clientele of any kind without Dance Extensions inc. written permission is strictly prohibited

**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.

**Make-ups:** Make-up lessons cannot be given for private lessons. When you purchase your preferred time slot you own it for the year. In the event the studio must close due to severe weather conditions make up lessons will not be given. \_\_\_\_\_Lateness: Each private student is assigned a specific start and end lesson time. Students arriving late for their lesson can not be given make up time at the end of their lesson.

**Withdrawals procedures and Refunds:** Withdrawals must be done in writing and will not be accepted over the phone.

Registration fees are non refundable.

I HAVE READ AND AGREE TO THE ABOVE PRIVATE LESSON POLICY