

**POLICIES** Please read these policies carefully. You will be asked to accept these terms when registering through our online system.

## REGISTRATION

- > Studio Seventeen requires the first and last month's tuition plus a \$35 registration fee upon registration.
- > Registration can be completed in person at the studio or online at your own convenience. Register at [dancestudioseventeen.com](http://dancestudioseventeen.com)

## Tuition Fees & Payments

- > Tuition rates are for the full season (Sept.-May, including studio holidays), not by the number of classes in the month. Tuition fees are paid monthly on the 1st day of each month (Oct.-April).
- > Each family is required to have a credit card on file. After registering (paying for Sept. and May lessons and your registration fee), monthly tuition (Oct.-April) can be paid by automatic credit card payment.
- > Recital costume fees will be divided into 2 separate payments and added to Oct. and Nov. tuition. All other recital fees will be paid by automatic credit card payment on April 1st.
- > Additionally, we give you the option to pay tuition and fees with cash or check. This must be done on or before the last day of the previous month. If not paid, the credit card on file will be charged on the 1st day of the month.

## DISCOUNTS

- > Siblings receive a 10% tuition discount (on the smaller account) and \$15 off their registration fee. Sibling discount not applied to Unlimited packages.
- > Serious dancers are encouraged to enroll as Unlimited Dancers. Benefits include tuition discounts, trying a higher level class (up to 5 times per year), and choice of free T-shirt. See tuition schedule for pricing.

## NSF/LATE PAYMENTS

- > NSF on auto-debit/credit payments will incur a \$25 NSF fee on the 3rd day of the month. This fee along with the tuition must be paid within 7 days at the front desk. After 15 days, the student will be dropped from any classes with unpaid tuition/late fees. Students with unpaid accounts will not be allowed to perform in recital.

## WITHDRAWAL FROM CLASSES

- > There is a two month minimum for all lessons.
- > To withdraw, a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form found in the office.
- > All automatic credit card charges will stop at the time of the withdrawal. Tuition refunds will only be given in the form of a credit voucher.

## RESCHEDULING AND SUBSTITUTION

- > If a regular teacher is ill or is otherwise unable to teach, Studio Seventeen will provide a substitute teacher, reschedule, or combine classes.

## REFUNDS/CREDIT VOUCHERS

- > All fees paid are non-refundable. Refunds are only issued when Studio Seventeen cancels a class due to low enrollment.
- > Credit vouchers will be issued when the student initiated the schedule change. Vouchers may be applied to any Studio Seventeen tuition or fees and must be used within one year.

## CLASS TRANSFER/CHANGE

- > Changing class sections is allowed within one week of registration without a fee. There is a \$10 charge for changes or cancellations made after the initial registration period (one week after registering).

## ATTENDANCE

- > Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1st. If you miss more than 4 classes after February 1st, it can result in not being able to perform at the end of the year recital.

## CHRISTMAS PARTY WEEK

Each year we will finish our first semester of classes with a week of Christmas Parties! This year's parties will take place December 18-22 during regular class times. Students will perform a Christmas dance and can participate in a gift exchange to be determined by the teacher.

## DRESS CODE

- > We require our students to follow a dress code in all classes. If a dancer comes to class without the proper dance attire they may be asked to observe class for the day. Our dress code can be found online at [dancestudioseventeen.com/dress-code](http://dancestudioseventeen.com/dress-code)

## COMMUNICATIONS

- > At Studio Seventeen we go to great lengths to keep you informed and up to date through e-mail, social media, and lobby displays.
- > "Recital Guide" - Printed and available at front desk by February 1st.
- > Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way.

E-mail addresses need to be kept current with the studio, and your account should be checked at least once a week for announcements.

## LOST AND FOUND

- > A lost and found basket is located in the dressing room. Please check it regularly as items are donated to Goodwill on the 1st of each month.

## OPEN HOUSE AND OBSERVATION

- > During the last session of each month the windows will be open for observation. During our Christmas Open House, you are invited to be our guest in the classroom for the student's performance and party. Other observation is at the teacher's discretion. We ask that you observe quietly, that cell phones be turned off, and that siblings are monitored and quiet during observations.

## INCLEMENT WEATHER POLICY

- > In the event of inclement weather, an e-mail will be sent out and announcements made on social media pages on the status of classes. Please note that we do not necessarily follow school closings. Any cancelled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make up class available, a replacement class will be scheduled.

## PHOTOGRAPHY & VIDEO

- > Studio Seventeen is granted parental permission, through the Policies agreement, to take photographs and videos of the students to use for all promotion and advertisement purposes. Permission is also granted for Studio Seventeen to copyright such photographs and videos in its name.

## COSTUME ORDERS AND EXCHANGES

- > All classes have a costume unless noted on the schedule.
- > Recital costume fees will be divided into 2 separate payments and added to October and November tuition. These fees are nonrefundable after November 10th.
- > Costume orders will be placed in November. Costumes will not be ordered unless payment is received in full.
- > Students are measured for costumes in November and they will be delivered in Jan-March. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.
- > Costume orders require a parent signature at the front desk.

## RECITAL

- > Each May we will end our season with a fully-staged, professional Spring Recital (location TBD). We encourage, but do not require, participation.
- > Recital times are printed in the Fall Newsletter, and mandatory dress rehearsal dates are printed in the Winter newsletter. Specific rehearsal times are printed in the Spring newsletter.
- > Special requests to adjust rehearsal and recital times are accepted until February 1st. We attempt to accommodate every school's activities while meeting technical demands of the show. Our priority is to prepare your children for the performance experience of a lifetime!