

METRO DANCE GUIDELINES AND POLICIES

All fees, including tuition, registration, costume, production, and performance fees, are non-refundable.

The annual registration fee is \$30.00 per family. Registration is paid when students first enroll and is renewed every January. Registration fees for new students who enroll during the months of October, November, or December will carry over through the following calendar year.

Tuition is due on the first of the month. You must have an automatic payment form filled out and on file in the office. If your tuition has not been received in our office by the first of the month, your debit/credit card that we have on file will be processed. Payment by cash, check, or other debit/credit card in lieu of auto payment must be received prior to the first of the month. A \$15.00 fee will be charged for any returned checks. This fee will be increased to \$25.00 after the first returned check.

A \$10.00 late fee will be charged to your account if your tuition is paid after the first of the month.

Metro Dance will not entertain or honor any combined discounts, offers, or coupons.

Payments for private lessons are due in advance or at the time the lesson is taken. Payment must be made to the instructor by cash or check only! The office must receive a slip of private lesson attendance when you arrive and student must sign in. If your private lesson payment is not received the same day or in advance, your debit/credit card on file will be charged the next day with a \$5 late fee attached.

A minimum 4 hour notice is required for the cancellation of a private lesson. Please notify both the office and the instructor. Payment will still be required if proper notice is not given.

If you are adding a class, you must fill out an **ADD Form** and turn it into the office. You may add a class at any time during the month. Your tuition will be pro-rated if the addition occurs in the middle of the month.

If you are dropping a class you are currently enrolled in, you must fill out a **DROP Form**. This form must be received in our office by the 15th of the month in order to avoid being charged for the following month.

Monthly tuition applies to all months regardless if they have 3,4 ,or 5 weeks. Tuition is not pro-rated for missed classes or studio holidays.

Metro Dance offers as a courtesy to enrolled students the opportunity to make-up any missed classes. Classes missed can be made up **within 30 days** by the enrolled student only, or an immediate family member. Classes and make-ups are non-transferrable. When you sign in, please write "Make-Up Lesson" after your name. You may consult with your teacher for appropriate classes. Make-ups cannot be taken in the class in which you are currently enrolled. Make-up classes may only be taken by currently enrolled students.

All enrolled students are required to sign-in before they enter the classroom.

Studio etiquette is as follows: Hair should be pulled back out of your face; Proper dance shoes for your class's style are required and appropriate dancewear should be worn (NO JEANS). GUM IS NOT ALLOWED ANYWHERE IN THE STUDIO.

Students are not allowed to bring outside food or drinks into the dance classrooms. Only water bottles are allowed.

Only students who are currently enrolled in a class are allowed to be in the dance classrooms. NO PARENTS, SIBLINGS OR FRIENDS ARE ALLOWED IN THE CLASSROOMS. All other children not participating in a class must be under parent supervision while at the studio.

We have many performance opportunities throughout the year. They include The Del Mar Fair, numerous community shows and an annual recital. Production and performance fees, which include the cost of costumes are announced in January, and are due no later than the end of February every year. Costumes are ordered in March for our summer and fall shows including our annual recital.

I have read and understood the studio policies and guidelines set forth by Metro Dance.

Student Name: _____

Parent's Signature: _____

Date

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