



- STUDIO PRIVACY & REFUND POLICIES -

COMMITTED TO PROTECTING YOUR PRIVACY

Center Stage School of the Arts is committed to protecting the privacy and personal information of their members, employees and customers. We value the trust of those we deal with and we recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you choose to share with us.

Center Stage School of the Arts collects Personal Information for the following purposes:

- To manage and process payments related to the service being rendered
- To invoice client accounts as appropriate
- To maintain student records and communicate information to clients
- To be able to reach the parents in the event of an emergency with their dancer

Those we collect personal information from should expect that it will be carefully protected and that any use of, or other dealing, with this information is subject to consent. Center Stage's privacy practices are designed to achieve this.

WEBSITE AND ELECTRONIC COMMERCE

Center Stage uses password protocols and encryption software to protect personal and other information when a product or service is requested and/or paid for online. Our software is routinely updated to maximize protection of such information.

PRIVACY PRACTICES

Center Stage only collects Personal Information that you submit voluntarily and it is kept in confidence. Center Stage staff are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more than is necessary to achieve the purpose for which it was gathered. Center Stage also takes measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

Center Stage does not rent, sell or trade our mailing lists.

Please let us know of any questions or concerns via email at contact@center-stage.ca

REFUND POLICY

Those dancers who withdraw prior to commencement of classes are entitled to a full refund, less the non-refundable registration fee.

Those wishing to withdraw once classes have commenced must pay for the month in which they enrolled. Parents must notify the office in writing regarding withdrawal BEFORE the 1st of the month. If payments have been processed there will be no refund given for that month.

Recital Costume deposits will not be refunded after December 15th.

ADDITIONAL STUDIO POLICIES

For additional studio policies please "[click here](#)"