

## Pennsylvania Dance Institute Policies

**SPECIAL EVENTS & NEWS:** Important Pennsylvania Dance Institute news will be emailed to you.

**STUDIO CLOSINGS:** If Pennsylvania Dance Institute needs to close due to inclement weather there will be a specific message on the answering machine. There will be a message by 2pm for afternoon and evening classes and by 9am for morning classes. We do not follow any specific schedule when it comes to closing. Please call if the weather is at all questionable.

**CLASS OBSERVATION:** Parent Observation Weeks are scheduled once in the winter and once in the spring. If a parent/guardian feels it is necessary to observe class at a different time, please arrange it with the desk staff prior to the day of the class. We look forward to having you in the studio to see the progress your child has made.

**REGISTRATION AND RELEASE FORMS:** All students/parents must complete the registration and release form before they are allowed to take classes. Registration fees and tuition must be paid at the time of registration.

**BEHAVIOR:** Students are expected to behave in class and follow studio policies at all times. Instructors will verbally discipline students if necessary and will remove students from class or have them sit down if they become disruptive to the class.

**PRIVATE LESSON POLICIES:** Absolutely no make-up lessons will be given for missed lessons unless the absence is due to serious illness and a 24-hour notice has been given. Make up lessons will be limited to 2 per teaching year. No refunds are given for missed lessons. (School activities such as ski trips, band trips, sports games, & holidays do not qualify for make-up lessons).

**REGISTRATION FEE:** \$25.00 per student, \$35.00 per family, due at registration. *Early Registration discounts available*

### **TUITION PAYMENT OPTIONS:**

- 10-Payment Installment Plan (automatic credit card withdrawal or postdated checks)
- Initial Deposit: First two payments
- Installments taken out the 1<sup>st</sup> of each month
- Automatic Credit Card Withdrawal or Post-Dated Checks
- Half Session Payments 2% Discount

Hours per week	10 Installments	Half Session 17 weeks	34-week Session
Children's dance	\$71.65	\$351.15	\$695.00
1	\$82.70	\$405.20	\$802.20
1.25	\$88.20	\$432.20	\$855.55
1.5	\$104.75	\$513.30	\$1,016.10
1.75	\$137.80	\$675.20	\$1,336.65
2	\$156.30	\$765.85	\$1,516.10
2.5	\$167.85	\$822.50	\$1,628.15
3	\$185.25	\$907.75	\$1,796.95
3.5	\$202.60	\$992.75	\$1,965.25
4	\$219.95	\$1,077.75	\$2,133.50
4.5	\$237.30	\$1,162.77	\$2,301.80
5	\$248.90	\$1,219.60	\$2,414.35
5.5	\$260.45	\$1,276.20	\$2,526.40
6	\$291.75	\$1,429.60	\$2,830.00
6.5	\$303.90	\$1,489.10	\$2,947.85
7	\$328.20	\$1,608.20	\$3,183.55
8	\$352.20	\$1,727.25	\$3,419.25
8..5	\$365.25	\$1,789.75	\$3,542.95
9	\$378.00	\$1,852.00	\$3,666.60

**PRIVATE LESSON TUITION:** Private lessons are \$30.00 per ½ hour

**DISCOUNTS:**

- Family discount: Any additional family members may take classes with a 10% discount. (This does not apply for private lessons)
- Referral discount: For every student you recommend, you receive a \$10.00 credit on your account (cannot be paid as cash). You will receive the credit after their third month of classes. A recommended student must mention you on their registration form in order for you to receive credit. Only one student can receive credit for a recommendation.

**REFUNDS: NO REFUNDS ARE GIVEN FOR TUITION PAYMENTS OR OTHER FEES FOR ANY REASON.** A student's absenteeism does not affect tuition payments.

**WITHDRAWAL:** Students who choose to pay tuition by the Installment Plan must give Pennsylvania Dance Institute (PDI) written notice one (1) month prior to dropping a class by filling out a withdrawal form. PDI will discontinue billing the student one month after receiving written notice. All students must pay the first two months of tuition, regardless of whether they drop classes before the two months is finished. First and last installments are due at registration.