



Tuition Payment:

By Check: Tuition must be paid by the 5th of the month. A late payment fee of \$15 per month will be assessed for each month of late payment. All NSF checks will be charged a \$10 NSF fee.

By Credit Card Deduction: Tuition will be charged to the credit card on file between the 1st and the 5th of the month (Sept 2019 - May 2020). Receipts are not automatically generated, but may be requested via e-mail. Primary cards will be attempted first, in the event that the primary card is invalid, declined or expired, secondary cards will be attempted automatically. A \$20 fee will be assessed if both cards do not process and updated payment information cannot obtain in a timely fashion.

Costume Fees: All Costume Bills must be paid in full by February 1, 2020. No refunds will be given for Costume Fees. Dancers who withdraw after Costume Invoices have been paid will be able to keep costumes.

Attendance/Tardiness: Because tardy students may have missed essential warm-up exercises, ADA reserves the right to have tardy students sit out of all or part of class. Sitting due to tardiness constitutes a missed class. Consistent attendance is a necessity for dance education. If a student misses more than four (4) of a particular class, he/she may be moved down a level. A student with significant absences during February and March may not be able to participate in the Ballet/Modern concert. A student with significant absences in February, March and April may not be able to participate in the Recital. Alpine Vibes Company members who miss core classes must make up all missed classes or they may be removed from the Company. Any student with 3 or more unreported absences will be withdrawn from the program and will need to submit a new registration if they wish to return.

Withdrawal and Refunds: No refunds are given for tuition or fees. In order to withdraw a student from the program a parent/guardian must complete and sign an ADA Withdrawal Form (provided at the desk). At this time no future Credit Card charges will be processed. No refunds will be given for charges processed previous to receipt of Withdrawal Form. Students who stop attending class will continue to be charged until a signed withdrawal form is received. No withdrawals will be accepted after February 1, 2020 for Concert participants and March 1, 2020 for Recital participants. Withdrawals will be accepted via e-mail.

Code of Parental Responsibility: It is the responsibility of the parent/guardian to be aware of all ADA performances, cancellations, events and costume requirements. Information will be e-mailed as well as posted at the Studio. It is the parent/guardian's responsibility to regularly check e-mail and/or Studio postings and read information thoroughly. Weather cancellations are ONLY distributed via e-mail. No student handouts will be given. It is the parent/guardian's responsibility to inform ADA of any address, e-mail address or telephone number changes. It is the parent/guardian's responsibility to report any tardiness or absences to ADA via phone or e-mail before their child's class begins each day.

Cell Phone Policy: Cell Phones are not permitted in the studio at any time. Students may utilize the studio phone should a parent or guardian need to be contacted. Students in violation of the Alipne Dance Academy Cell Phone policy will be expelled from the program.

Dress Code: Dancers who are not properly dressed for class will be asked to sit out of class. Proper attire for all classes is outlined in the ADA brochure. No bare legs or midriiffs are permitted at any time. Gum and jewelry are strictly prohibited.

Media Waiver: I give Alpine Dance Academy and state and local media permission to interview, photograph and publicize my child and his/her participation in Alpine Dance Academy activities. I give permission for my child's image to be used in Alpine Dance Academy promotional and web materials. I give permission for Alpine Dance Academy to copyright any such images in its name.

I hereby acknowledge that I have read, understand and agree to all above listed Policies as well as all Policies listed in ADA brochure. I understand that policy violations will result in expulsion.

Date

Student(s) Name(s)

Parent/Guardian Name

Parent/Guardian Signature