

Dancer's Name(s):

Service Policies (updated July 2022)

TUITION: AUGUST-MAY

Tuition is a whole amount for the year for a minimum of 30 classes which we can break up into monthly installments for your convenience. Remember that when you pay an installment, you are not paying for just that month's classes - you are paying towards the yearly tuition total.

- 1 Class/week \$600/year, or \$60/month for 10 months
- 2 Classes/week ~~\$1,000/year, or \$100/month for 10 months~~ \$600/year, or \$60/month for 10 months
- Family discount \$60 first student, +\$20 each additional dancer; \$100 maximum family.

REGISTRATION FEES

\$50 Registration Fee (may be made in one single payment or two payments of \$25 per semester).

- Family discount: \$50 first student, +\$20 each additional dancer.

PAYMENTS

- Monthly tuition payments are due by the first class of each month.
- In-studio payments are accepted by check, cash, or money order.
- Online payments are available via the studio website and are subject to a processing fee.
- Pre-paid tuition is non-refundable.
- Credit/Debit card drafts will take place on the first of each month.

FEES AND PAST DUE BALANCES

- A late fee of \$10 will be charged on past due tuition payments.
- A fee of \$35 will be charged for returned checks. Checks will not be accepted after the first returned check.
- Students with a past due balance will be invoiced at the beginning of each month until full payment is made.
- Students with a balance more than 60 days past due are not permitted to participate in class or in program activities until payment arrangements are made or the account is paid in full. A warning letter will be sent after 60 days past due, and a notice of suspension will be sent on the 75th day if no arrangements or payments made.

CLASS ADMISSION

All Fall classes have an age requirement as of September 1st. Students will be accepted into a class based on age/ability, at the teacher's discretion, or by evaluation based on capability, technical level, attention span, and other factors. In some cases, teachers will email a parent if it is in the student's best interest to move up or down a level. The studio reserves the right to drop students from classes for disruptive behavior, significant distraction, bullying, excessive tardiness and/or absences, or any other harmful conduct, as this negatively affects the quality of dance education for all. If a student complains of being ill, or sustains an injury and cannot participate, the instructor or office will notify parents immediately.

CODE OF CONDUCT

Students and parents will dress and conduct themselves in an appropriate manner while at the studio, performances, competitions, recitals, and events in which AFD is being represented. Proper respect for the staff and fellow students is expected of all students, parents/guardians, and siblings. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at AFD. Students will not speak negatively about one another or the instructors. Any parent/guardian or student who disrupts class or approaches a teacher, staff member, another student or parent with the intent to cause dissent or contravene the policies and procedures of AFD will be dismissed immediately. If you have a concern or grievance, you must make an appointment with the director, or you are welcome to send an appropriate email to discuss the issue.

COMMUNICATION

Parents must have a valid/working email address on file to receive emails from teachers, official studio updates and information, and more. Be sure the email you provide us is one that you check frequently. Be sure to join our Facebook group page "ALCORTA'S - Parents and Dancers" where we post information and is used as a studio bulletin board. All groups have a teacher/parent group chat via *WhatsApp*; you will be asked to download this app for direct class communication.

CLASS OBSERVATIONS

Parents are not permitted to observe class unless prior arrangements have been made with instructor and/or working on a project. Acceptation made in certain classes.

ABSENCES

Please let your teacher know ahead of time if your student will not be in class that day. No refunds or deductions will be made for lessons missed.

STUDENT PICK-UP AND DROP-OFF

Students should be on time for class. Plan to arrive approximately five minutes before your class. Students who arrive more than 15 minutes late will not be allowed into the class that day or must ask permission from teacher to join class. This is to eliminate class disruptions and to ensure appropriate warm-up time for all students. Students must be picked up on time. It is not the instructors, directors, and group representative's responsibility to wait after class for your child to be picked up. If you are running late due to an emergency, you must send a message to your teacher immediately.

PERFORMANCES

AFD performs at various functions and community events. While the Main and Competitive Companies will perform most of these shows, AFD will, under special circumstances, allow its beginner and intermediate students to perform. Parents and students should note that the company exists to teach dance, and not to perform simply for the sake of performance. We give a minimum notice of one month for scheduled performances. AFD does not require any of its students to perform; however, they are encouraged to participate in small shows throughout the year and in the company's large productions in the winter and spring.

COSTUMES

Each dancer is responsible for purchasing their own costumes. All costumes must be purchase from the company. No outside costumes will be accepted. Two new costumes per dancer are required each year (average total of \$350/season) unless otherwise informed. Costumes prices will be given as soon as possible to ensure adequate time to make payment. Costume deposits are non-refundable. Costumes are not a one-time use, rather they build as part of your group's established repertoire.

WITHDRAWAL POLICY

Parents are responsible to notify the director if your child will stop being a member of AFD. The Parent/Guardian continues to be responsible for tuition during the 30-day notice period. All students are considered enrolled until we receive a written notice, in-person discussion, phone or via email contact. Please do not leave phone messages.

RELEASE OF LIABILITY

- **Release of Liability:** I agree that in the event I am injured as a result of participating in the dance studio or performance, that I release and indemnify Alcorta's Folklórico Diamante, Inc., its dance instructors and/or its agents against any claim. It is understood that all reasonable care will be provided by the person in charge and the student will not be asked to do any activity that will cause harm or injury.
- **Media Release:** I agree upon execution of this agreement, to release ownership and authorize the use of the student's picture, either in print media format or video for the promotion of Alcorta's Folklórico Diamante, Inc., a Non-Profit Corporation. The signature of the parent or guardian is required for all participants under eighteen years of age. The signing of the agreement is a condition of participation in all events.
- **Anti-Discrimination Policy:** No student will be discriminated against on the basis of race, creed, color, marital status, sexual preference, religion, gender, national origin, ancestry, physical or mental handicap, or age.

By signing this form, you verify that you understand and accept the service policies of Alcorta's Folklórico Diamante, Inc.

Signature

Date

Printed Name