

**Triple Threat DanCenter, Inc. Studio Policy 2008-2009**

**Registration:** A non-refundable fee of \$30 per student is required yearly at time of registration.

**Payment of Fees:** Tuition must be paid by automatic bank account or credit card payment. Tuition will be debited from your designated account on the 1<sup>st</sup> day of each month from August to June. **In person, monthly payments are not accepted.** Payment must be made by our pre-authorized automatic debit program. ALL FEES ARE NON-REFUNDABLE, AND NON-TRANSFERABLE. Incidental fees may be charged to your account with a completed one-time authorization form. All accounts must be paid in order for the student to perform in the year end recital.

**NSF Payments:** I hereby authorize Triple Threat DanCenter, Inc. to electronically debit my designated account for the amount of any NSF paper check, auto-debit, or denied credit card transactions plus a \$30 NSF collection fee. If the charge is uncollectible, a \$10 per month late fee will be added to all uncollected funds. If a balance remains longer than 60 days, it will be turned over to a collection agency, and automatically assessed a 40% collection fee.

**Withdrawal:** There is a two month minimum for all lessons. A 30 day withdrawal notice from the **FIRST DAY** of the month is required to discontinue any classes. **Withdrawal must be done in person and will not be accepted over the phone or by e-mail.** Withdrawal must be done at our office and not with a teacher. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult student must:

1. Inform office staff in person, AND
2. Complete and sign a withdrawal form provided by Triple Threat DanCenter Inc.

All automatic debits will stop after the 30 day notice period, during which the student can still attend class. Triple Threat DanCenter, Inc. reserves the right to terminate the lessons of any student without notice.

**Forced Withdrawal:** A student will be forcibly withdrawn from all classes and lessons for a 60 day past due account. A student will be forcefully withdrawn for absences exceeding one calendar month. The parent or adult student will still be held accountable for all charges to the account for the term of the contract.

**Extreme Weather or Unexpected Interruption of Classes:** If Triple Threat must cancel classes due to extreme weather or events beyond our control, the missed lesson(s) will be made up. In case of bad weather please call the studio for a recorded message or check WXII Channel 12 regarding closings.

**Substitutions:** Triple Threat reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach class. If a teacher is ill and we cannot arrange a substitute, any missed classes will be made up.

**Dance Dress Code:** Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear the required dancewear could result in termination of lessons. Students are not permitted to wear jeans or street shoes to any dance class. For safety reasons, dancers are not permitted to wear jewelry. Long hair must be pulled back and out of the face.

**Missed Private Lessons and Make-up's:** Make up lessons will be given for the first 2 absences. Additional absences will be given a make up lesson with a Doctors note AND a 24 hours notice. Extra curricular activities such as ski trips and sports games do not qualify for make-ups.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all studio activities such as bring a buddy week, performances, extra classes, and dates we are open or closed. We will post signage as well as, send home calendars, newsletters, and memos with the student. It is the parent's responsibility to read these newsletters and memos to ensure they are informed. It is the parent or adult student's responsibility to notify the studio of any telephone number or address changes. **ALL NEWSLETTERS ARE POSTED ON OUR WEB-SITE.**

**Care of Students:** The studio is not responsible for providing before or after class care for students. Students are not to be left at the studio for excessive amounts of time before or after class.

**Injuries:** Parents, Legal guardians of minor students, and adult students waive their right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during, or after class.

**Photo Release:** Triple Threat DanCenter, Inc. is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. I understand the student's name may be used in conjunction with a picture for studio newsletters only. I also understand the student's name will not be published on any other materials without prior parental permission. Permission is hereby granted for Triple Threat to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

Date	Parent Name - Please Print	Signature of Parent or Adult Student
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**Financial Responsible Party:** (if other than parent/ guardian)

I have read and understand all financial policies and procedures and agree to abide by them.

Print Name	Contact Information (Address/Phone/E-mail and Relationship)
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I agree to be financially responsible in the event this child's account becomes past due and uncollectible from above mentioned signer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_