

STUDIO POLICIES, FEES AND DUE DATES

Registration: A non-refundable fee per family is required annually at the time of registration. Amount of registration fee varies depending on payment option chosen.

Payment of Fees: Our tuition is based on a 9 month program, September-May. At registration, a payment option must be chosen. The first payment AND registration fee are due when you enroll, based on option chosen. The remaining **payments are due the 1st of each month** beginning October 1. Payments are always due in advance of service. **All payments must be received by the 7th of each month** or a **late fee of \$5.00** is automatically added to your account. If a payment is 30 days late, the student will not be allowed to take class until the account is current.

September or 1st month's tuition is non-refundable. We do not issue REFUNDS or prorate fees.

Payment forms: Payments are accepted in the form of cash, check, Visa, or MasterCard credit/debit cards and **PAYPAL** at our website!

NEW POLICY: All cash/check payments will be given a \$2 discount from the credit/debit card/paypal price. Payments can be dropped in the payment box in the lobby, given to receptionist or mailed to 1290 Eisenhower Rd., Leavenworth, KS 66048. **If we have not received your payment by or on the 7th, a \$5.00 late fee will be applied to your account.** Payment dated before the 7th but received after the 7th will still be charged a late fee.

Payment of any and all fees must be done received BEFORE costumes will be released.

Returned Check and/or Declined card Policy: There will be a \$35.00 charge for returned checks and card declined fee for any credit/debit transaction that does not go through. We turn all returned checks over to CheckRite who will handle the issue.

Class Fees: All fees are based on a 9 month program and an **average** of 4 lessons per month. No prorating or refunds.

1st class/child \$48.00 per month **(\$50 for credit/debit/paypal users)**

2nd class/child \$42.00 per month

3rd class/child \$35.00 per month

Any additional classes after the third are \$35.00 each.

30 minute classes \$25.00 per month in addition to 1st class. (Tiny Tots is \$27.00 per month if paid by credit/debit/paypal)

NEW policy for Recital Fees: These fees are non-refundable.

1st student/class fee includes one costume, one DVD per family, (additional DVD's will be for sale later).

<u>1st Student/Class</u>	All Preschool age classes & Levels 1, 2, 3	\$108.00 per student per class
	Levels 4, 4.5, 5, Inter, Teen/adult, all performing teams	\$117.00 per student per class

<u>Additional Students/classes</u>	All Preschool age classes & Levels 1, 2, 3	\$54.00 per costume per class
	Levels 4, 4.5, 5, Inter, Teen/adult, all performing teams	\$72.00 per costume per class

All Students (except Tiny Tots & Adults) participate in the recital. ***If enrolling after Jan. 1, recital participation depends on costume availability. If not available after Jan. 1, student may participate in classes through April 30. No special instructions will be given to non recital students during classes.***

Recital T-shirts will be available to order in March. The cost is not included at enrollment. These are special commemorative shirts that list all performers on the back of the shirt.

(Tiny Tots) Registration fee for Tiny Tots is \$15 if only class enrolling for otherwise, it depends on plan chosen.

Payment Plan Options: Please note that registration fees vary with each option to cover administrative costs.

Plan A: This plan offers families payments the way we have always collected payments. You pay a registration fee of \$25.00 and your first month's tuition at registration. You then pay tuition each month beginning the 1st of October or the next month depending on enrollment date. **1/2 the recital fee is due by November 30th and the balance due Jan. 30** (If payment is NOT received by due date, late fees will be added each month until paid in full.) Fees are non-refundable.

Plan B: (Budget minded choice/ SAVE \$10 on registration fee with this option.) This plan offers families payments that are the same each month with no additional fees due later. Tuition, plus 1/9 of the recital fee is paid monthly, so your payments are ALWAYS the same. At registration, you make your first monthly tuition payment + a \$15 registration fee + 1/9 of your recital fee. (If your student joins later than September), the "Back recital fees" will be added to the initial payment. All fees are non-refundable.

Plan C: (Save \$10 on registration fee and 5 % on total year of tuition) Plan C offers families the option of paying for everything at registration and saving 5% on the tuition costs. The registration fee is \$15 per family with this option which you pay with your discounted tuition and ALL recital fees. If a student discontinues classes with this option, some fees are refundable depending on time of year withdrawal is made and if withdrawal policy is followed.

Team Uniform Fees: Each of our teams has a special uniform for the year. Competition/Meet fees TBA. Each team member will have the option of purchasing a warm-up suit this year. (Info available at first class)

Team Uniform fees due in full by: OCT 15, 2011

Tumble Team: \$65.00 Dance Team: \$75.00 Dance Company \$75.00 Clogging Team \$ TBA

***Tumble Team** now has **two 30 minute practice options**. You are to pick the one that works best for you and come to that one on a regular basis. You do not need to come to both unless instructors request additional practice time. You will only need to pay the 30 minute class fee per month instead of the full class fee.

Attendance: If your student will be absent, please call 727-1025 and let us know. If your student is absent 4 times without notifying our office, they will be dropped from the program. Their space will be given to new or waiting students. They will have to re-enroll to return to class. No refunds will be given.

Missed Classes: Missed classes must be made up within 3 weeks of the absence. They must be scheduled with the teacher or office and are not transferrable to any other student.

****If your student attends any classes during the month, you are responsible for that month's FULL tuition. If your student attends but does not participate for whatever reason, full tuition for the month is still due and NO REFUNDS will be issued.***

NEW POLICY: Inclement weather: If area schools cancel due to road conditions in the morning, morning classes will be canceled. However, we will make a decision by 1:00pm if afternoon/evening classes are canceled. Information will be available on the answering machine. Classes cancelled for this reason will NOT be rescheduled but can be made up within one month of the cancelled class.

Withdrawal Policy: 30 days WRITTEN notice is required to discontinue any class. No withdrawals will be accepted after April 1. Withdrawals must be done in person with the office staff and will NOT be accepted over the phone.

NO EXCEPTIONS! Payment for the month is due until withdrawal procedures have been followed. We are holding the space for your child therefore you are responsible for payment.

Care of Students: Katie's Acrobat, Dance and Music Studio will not responsible for providing before & after class care for students. A 5-10 minutes wait prior to or after class is fine. **Students (under 12) MUST remain in the building after class until someone comes inside to retrieve them. They may not meet you outside.**

Photo Release: Katie's Acrobat, Dance and Music Studio is hereby granted permission to take photographs of the students to use in any promotional materials the school creates. Permission is also hereby granted to copyright such photographs in its name.

TINY TOT POLICY: One Adult/parent only must accompany the enrolled child during the class. Siblings ARE NOT allowed to participate in the class or play in the room during class. Families may bring visitors to view class but not EVERY week.

Where to purchase dancewear? Katie's Acrobat, Dance and Music Studio offers discounted supplies or any dance brand is fine as long as it meets the following requirements. NO SILK/SATIN BALLETT/DANCE SLIPPERS like the ones sold at Walmart. They are house slippers and not allowed. You will be told to purchase the correct shoes.)

Dress Code Rules:

1. Hair must be in a pony tail, pinned, bun or pinned back for every class.
2. **Students must provide a bag to carry dance shoes & Write last name, first initial inside dance shoes.**

Dress Code Requirements: ABSOLUTELY NO STREET SHOES or BAREFEET ALLOWED!

Ballet: (All levels) pink or black leotard (NO ATTACHED SKIRTS/TUTU), pink tights, pink **LEATHER** ballet shoes

SATIN slippers ARE NOT Ballet shoes and will not be ALLOWED! You will end up buying 2 sets if you buy those.

Kinderdance & Pre Tap/Ballet: pink or black leotard, pink tights, pink **LEATHER** ballet shoes, & **tan buckle** tap shoes.

Tap: Any color leotard, tan tights, **Tan Buckle** tap shoes (**Inter/ Adv. Tap may have TAN tie or pull on shoes**)

Jazz & Lyrical Jazz: Any color leotard, tan tights, **tan pull on** jazz boot

Hip Hop: comfortable, non-restrictive clothing, **NO JEANS, new white sneakers (to be worn only at dance studio)**

Acrobatics (all levels): Any color leotard, white **LEATHER** acrobatics shoes

Cheerleading: black leotard, red or black gym/pullon shorts, new white cheer/dance sneakers (only to be worn in dance studio)

Clogging: any color leotard, tan tights, Black clogging shoes to be ordered by students. (Info. in office)

Boys/ Boys Athletic Dance: Appropriate shoes for each class, black or blue gym short or sweat pants & white t-shirts.

Tumble Team: Team leotard, footless tights and white acrobatic shoes

Dance Team: Team uniform, Tan Jazz shoes **REQUIRED**

Dance Company: Team uniform, Tan Jazz shoes **REQUIRED**

Musical Theater: See instructor

2011/2012 Calendar of event/important dates available at our website: www.katiesdance.com