



NAACH HOUSTON INC

BOLLYWOOD DANCE & FITNESS

2311 Williams Trace Blvd, Sugar land, Texas 77478

Naach Houston Student Policy Guidebook 2025

All the policies outlined here are created in the best interests of the student within the context of providing a great learning experience at Naach Houston dance studio.

Levels: All new students will be evaluated and placed in an appropriate age group based on their current skill level- Elementary, Intermediate & advanced level

Duration: Class duration is 60 minutes.

Attendance: Attending all classes is highly encouraged. At advanced levels attendance is mandatory unless you have a academic engagement or due to illness (doctors certificate is required)

Absence: If a student will be missing a class, he or she is requested to send an email in advance to naachhouston@gmail.com.

During performance Quarter: if a student misses more than 2 classes, the student may not be allowed to participate in the showcase. Attending the last two classes before the performance is mandatory.

Missed Classes: Classes missed will not be made up, except those cancelled by the company. We have a method to help the students catch up the choreography from the class missed, students are required to come 15 minutes early to the next class and inform the instructor, to learn missed class choreography

The dance Studio reserves the right to cancel a particular class or batch at its discretion.

Dance Class Attire:

Bottoms: Stretch/Gym pants/tights/yoga pants

Top: Comfortable yet fitted t-shirt/vest/leotard

Footwear: Bare feet /cotton socks preferably

Hair: Neatly tied back away from face.

What to Bring to Class: Students should carry a water bottle to class

Learning resources: At the end of each class a video is recorded and emailed to all the students, videos are not a substitute for attending class.

Cell Phones: to be kept on silent mode and only checked during break time for emergency

Pick Up Policy: Children and teens should be picked up by their parent/guardian at the end of class

Parents, Family & Friends Policy: Parents, family and friends are requested to drop their kids in class and return 15 minutes prior to class end, so they can view the choreography learnt by the group. If Parents are seated in studio during class you are required to maintain silence. No phone calls to be answered in class (you can take the call by exiting the studio – so you do not distract the kids in class.

Using Naach Choreography: Students will require written permission from their instructor if he or she would like to replicate in part or whole the exercise and/or dance routines learned in the dance class at other events, teaching it to friends/family, etc.

In-Class Presentation: in non-performance quarters, there will be a 10 minute in-class presentation in the studio at the end of the last class. All students are allowed to record the in class presentation and you may invite friends and family to watch your dance performance.

Promotion to a higher level: Company instructors reserve the right to promote the students from one level to another level based on the student's growth.

Class etiquette: Students are required to be attentive and not talk during class, if a student requires clarification, they should ask the instructor and not disturb other students. At no point should students be correcting other students unless asked by instructor to do so, respecting their fellow students in class.

Language: Students required being kind and speaking in a gentle tone of voice to one another, any form of abusive language will lead to the students being asked to leave class without any refunds.

Tuition: All fees are to be paid in advance, prior to the commencement of each consecutive term.

The online system will automatically charge your account after you have attended the first class.

Late Fee: Full Tuition is to be paid at the first class of every term, a \$10 late fee will be charged, past the first week. If the fees are not cleared before the commencement of the second week, the Student will not be allowed to attend class.

Costume Rental Fee for performance term: A costume rental fee is included in the performance term, apart from the rental fee a costume deposit check is required which is returned on the return of the clean costumes by the students, post show (a date for return is assigned prior to the event) failure to return the clean costumes on assigned date will result in a \$25 fine.

Parent Participation: We encourage parents to attend the last 15 minutes of their kid's class once monthly, to see the progress of their child.

Refund: All cancellation notices are to be provided in writing by sending us an email. A full refund will be issued if the cancellation request is made 7 calendar days prior to class start date. A \$15 cancellation fee plus the cc handling fee will be charged if the cancellation request has been made 4 days prior to commencement of course. After attending the 1st class or being absent without a written notification via email 24 hrs prior to class there will be no refunds.

Waiver: The studio has professional Dance floor installed to ensure the safety of our students.

We guide our students in the correct technique in dance and the teachers & the studio will not be held responsible.