

Academy of Dance Policies

The majority of studio correspondence is done by email. Please make sure we have your correct email address on file. We update our database each year. If we had it last year, we will need it again. Please print your email address clearly when filling out your Registration Form.

Tuition

- 1.) A non-refundable registration fee per family is required yearly at time of registration.
- 2.) Tuition is due the first day of each month. **Academy of Dance does not send out a monthly bill.** Payment is due no later than the 10th. After the 10th, a \$10 late fee will be added and a statement will be sent out. It is parents' responsibility to know when tuition is due.
- 3.) Please make all payments by cash, check or credit card. Make all checks payable to "**Academy of Dance**". There will be a .50¢ surcharge for all debit cards and \$1.50 on all credit cards. (Visa, Mastercard and Discover Only)
- 4.) Please clearly mark each payment with student's full name and the month of the tuition. (Example: Riane Smith, January)
- 5.) Tuition is based on 4 classes per month. There are months during the school year in which students will receive a different amount of lessons. AOD has already taken this into consideration and have pro-rated the year. Whether the student receives 3, 4, or 5 classes per month, the regular monthly tuition is still the same and no further discounts will be given.
- 6.) There is a one-month minimum for all lessons. Withdrawals must be done in writing and will not be accepted over the phone. Withdrawals cannot be done with the teacher. Withdrawals must occur within the first ten (10) days of the month. If a student withdraws anytime between the months of January to June their Spring Show costume might be used by an understudy, and will be available for pick up after the Spring Show. Student will still be liable for any unpaid balances. Any costumes not claimed will be donated to charity.
- 7.) All outstanding tuition or costume fees must be paid prior to the Spring Show. Dancers may not re-register for the next year until all outstanding tuition is paid.
- 8.) If a Dancer has moved or changed Dance Studios and does not pay outstanding tuition, costume, or competition fees, legal action will be taken at the dancer's family's expense. The Dancer and Family will be liable for all legal fees and court costs.
- 9.) Students may not attend classes if outstanding balance is over \$300.00. Please keep up with your monthly payments.
- 10.) Students who withdraw and later return are required to re-register, including payment of registration fee.
- 11.) There are **NO** refunds on Registration Fee, Tuition, Costume Deposits, Recital Fee, or any other studio related fee.

Late Fees

- 1.) NOTE: There is a \$10.00 late tuition fee for all payments received after the 10th of the month. NO Exceptions.
- 2.) A \$40.00 fee is charged for ALL Returned Checks. If a check is returned you will be required to bring in a copy of your Drivers License along with cash/money order to pay for any outstanding balance or fees.
- 3.) If absence of class occurs, to avoid late fees, tuition payment should be mailed to: Academy of Dance 12276 San Jose Blvd. Suite # 613, Jacksonville Florida 32223.
- 4.) Notification of Late Fees will be handed out, emailed or mailed after the 11th of each month.
- 5.) Due to administrative costs, NO Exceptions will be made to the Late Fee Rule.
- 6.) A \$20.00 fee will be added to your bill each time you are more than 15 minutes late for child pick up after closing time.

Dress Policy

Please see our Dress Code Policy for all class dress requirements. The Dress Code requirements must be followed for ALL classes – no exceptions!

Class Attendance

- 1.) All students are expected to attend their registered classes.
- 2.) There will be NO make-up classes for lack of attendance by a student. Students are encouraged to attend another class on a comparable level as a make up.
- 3.) If a class is cancelled by the studio due to extreme weather or events beyond our control such as power outages, we will do our best to reschedule a make up class to take its' place. However, due to time, this may not be possible. In the event this happens, we will have students attend another class on a comparable level as a make-up. No refunds for lessons missed due to these reasons will be given.
- 4.) If a student fails to show up in the proper dance attire, they will not be allowed to participate in that class. It will be up to the student to learn any choreography they may have missed.

Cell Phone/Smart Tech Usage

Cell phones/tablets must remain in dance bags unless specified by teacher. Students who bring smart devices and use them do so at their own risk. AOD is not liable for any damage or loss of students' items. Smart watches may be worn at teacher's discretion and should always be put in "silent/do not disturb/theater mode" so that they do not become distracted by notifications. If it becomes a problem, the teacher will ask the watch to be put away.

Parent Responsibilities

It is the responsibility of the parent or guardian to be aware of all studio activities, such as picture days, show rehearsals, spring show, extra classes, and dates the studio is open or closed. We will post all such notices on the "Dance Happenings" board, website, as well as bulk emails. It is the responsibility of the parents or guardian to inform the studio of any email, telephone or address changes.

Students MUST pick up on time. It is the responsibility of the parent/guardian and student to know what time their classes end. A \$20.00 fee will be added to your bill each time you are more than 15 minutes late for pick up after closing time.

Injury & Liability Release

Instruction of dance may require the teacher to have physical contact with the student during the class to correct body placement in order to avoid injury. I hereby release the Academy of Dance and all their affiliated entities from any and all liability, claims, demands, and causes of action for personal injury, property damage, and/or other loss suffered in connection with class, rehearsal, performance, and participation at either the facility of Academy of Dance, or other performance locations. It is the responsibility of the parent/guardian and student to safeguard any personal property and realize it is not the responsibility of the Academy of Dance.

Photo Release

The parent/guardian and student agree to allow the Academy of Dance unrestricted use of all photographs, videotape, and films by the Academy of Dance for advertising and promotional purposes. AOD may take photos and use them in social media (Facebook, Instagram, Snapchat) and/or our AOD website. If your child's face is used we will never "tag" you or your student, unless you choose to tag yourself or them.

Holidays

The studio will observe the following holidays:

Labor Day ~ Monday, September 2, 2019

Halloween ~ Thursday, October 31, 2019

Thanksgiving ~ November 25 – 29, 2019 (unless specified by your teacher)

Christmas Break ~ December 23, 2019 – January 4, 2020 (unless specified by your teacher)

Martin Luther King Birthday ~ January 20, 2020

Spring Break ~ March 9 - 13, 2020 (unless specified by your teacher)

Good Friday & Easter ~ April 10, 2020 - April 12, 2020

Memorial Day ~ May 25, 2020

Above dates are subject to change. If we must close due to hazardous weather, we will post information on our website, Facebook page, and we will try to leave word on our answering machine. We may then utilize one of our holidays as a make-up day. Studio closing dates will also be announced on the Academy of Dance's website (www.academyofdancejax.com) Please check the website periodically for any additional studio news.

Spring Performance

- 1.) We believe that performance experience is a valuable learning tool to the children. It helps develop theatrical presence, expressiveness, and style, which are essential to the performing arts.
- 2.) Although performing is not mandatory, we do encourage all of our students to share in this experience.
- 3.) A \$40.00 dollar costume deposit per class will be due with your **October** tuition. The remaining balance will be due in February. **Once costumes are ordered they are yours.** You will be responsible for paying the balance. There are no returns, refunds or exceptions.
- 4.) Costumes normally run between Forty Five & One Hundred Dollars depending on the level of dance. The Company & more advanced classes usually have the higher priced costumes.
- 5.) Due to costume orders & technique, any dancer beginning classes after January 1st will not participate in our Spring Show.

PERSONAL COMMITMENT

We believe that the decision to study dance involves a personal commitment on the part of each and every student to attend class regularly and should be undertaken only with the full intention of completing the entire year of dance. A great deal of time goes into each student on behalf of their instructor to prepare lessons and choreograph dances to help each student to develop to the best of their ability. When students do not take this commitment seriously, not only does it set back the instructor's lessons but the artistry of the planned choreography.