



TEXT/CALL

704-982-7514



EMAIL

INFO@ALBEMARLEACADEMYOFDANCE.COM

POLICIES & GUIDELINES

PARENT/RESPONSIBLE PARTY COMMUNICATION & RESPONSIBILITY TO STAY INFORMED

We share important studio information throughout the year, including schedule updates, reminders, weather closures, recital information, and other announcements. Parents/guardians are responsible for staying informed by regularly checking the email address on file, our website, and our social media pages. We do our best to communicate clearly and frequently, but it is each family's responsibility to review these updates. Please make sure your contact information is current so you do not miss important announcements.

COMMITMENT & ENROLLMENT AGREEMENT

Enrollment at Albemarle Academy of Dance (AAD) is a commitment to the full ten-month dance session (September 14, 2026 through June 5, 2027*).

When you register for a class, you are reserving a space that is held exclusively for your dancer for the entire session. Because class sizes are limited, each enrollment prevents another student from registering once a class reaches capacity.

By registering, you acknowledge and agree to the following:

- Enrollment is for the full dance session (September 14, 2026 through June 5, 2027*), regardless of start date.
- Tuition is a session-based fee and not a month-to-month enrollment.
- You accept full financial responsibility for the entire session's tuition.
- Tuition is not prorated, reduced, refunded, or canceled for any reason, including, but not limited to absences, schedule conflicts, extracurricular activities, illness, or voluntary withdrawal.
- We do not accept students who do not intend to complete the full session.

Registration confirms your understanding and agreement to these terms. Tuition represents the dancer's reserved place in the class for the entire session and is not based on the number of classes attended.

*June 5, 2027 is the tentative recital date. It could be subject to change depending on Ag Center confirmation.

REGISTRATION & FEES

Registration, recital fees, theatre/voice material fees, and costume fees are due at the time of registration.

Registration In Person: Enrollment is not complete until payment and required draft/authorization information are submitted.

Registration Online: Your card/account on file will be charged within five (5) business days of registration submission. If the payment method declines, registration is forfeited and classes will be removed from your account. All registration, recital, costume, and theatre/voice material fees are non-refundable and non-transferable.

TUITION & PAYMENT POLICIES

Tuition is non-refundable and non-transferable.

Summer Session Tuition (July 13, 2026-August 20, 2026)

Summer tuition (including classes, intensives, camps, and registration fees) is due in full at registration.

If a student's summer tuition total is \$400 or more, a \$100 non-refundable down payment is required at registration along with ACH authorization. The remaining balance will be drafted in two equal payments on July 1 and August 1.

Fall/Winter Dance Session (September 14, 2026-June 5, 2027)

The session consists of ten months, September through June. New students must pay the first tuition installment at registration. Tuition may be paid using one of the following three options:

10 Equal Monthly Payments

- Requires ACH authorization form.
- Drafts occur on the first business day of each month, September through June (or October through June for new students).
- Monthly payments are accepted only via automatic ACH draft.
- Returned drafts incur a \$30 NSF fee.
- After two returned drafts, the remaining session balance becomes immediately due in full.

2 Equal Payments

- Requires ACH or credit card authorization on file, but may be paid by cash or check. If choosing to manually pay before draft dates, payment must be received by August 7 and January 7.
- ***NEW*** Payments made by credit card may incur a processing fee of up to 4%, which reflects the cost of credit card processing. This fee does not apply to ACH, debit card, cash, or check payments.
- First payment processed September 1 (or at registration for new students).
- Second payment processed February 1.
- Authorization information must remain on file.

1 Full Payment

- Requires ACH or credit card authorization on file, but may be paid by cash or check. If choosing to manually pay before draft date, payment must be received by September 7.
- ***NEW*** Payments made by credit card may incur a processing fee of up to 4%, which reflects the cost of credit card processing. This fee does not apply to ACH, debit card, cash, or check payments.
- Processed September 1 (or at registration for new students).
- If paying manually, full payment must be received by August 7.
- Authorization information must remain on file.

To update payment information, you must notify the office manager directly. Updating information in the parent portal does not change draft authorization paperwork.

WITHDRAWAL POLICY

While we expect all dancers complete the full session, we understand that unavoidable circumstances may require a student to discontinue attendance.

To officially withdraw, a parent/guardian must:

1. Notify the school office in person or in writing.
2. Complete and sign the required withdrawal form provided by the office.

Withdrawal becomes effective only after written notice is received and required forms are completed.

Important:

- Withdrawal stops class attendance only.
- Withdrawal does **not** release the family from financial responsibility for the full session's tuition.
- All remaining tuition payments will continue according to the original payment agreement.
- No payments made are refundable or transferable.
- Registration fees, recital fees, costume fees, theatre/voice material fees, and tuition are non-refundable and non-transferable.
- Costume fees are non-refundable and non-transferable. Students who withdraw, or do not participate will not be eligible to receive a costume.

ATTENDANCE & TARDINESS

Regular attendance is essential for student progress and group choreography. AAD reserves the right to have students who arrive late sit out or be removed from choreography. Individual make-up classes are not offered for student absences. If AAD cancels a class, the studio may schedule a make-up class at its discretion. Missed classes do not reduce or credit tuition. Absences may be submitted through the parent portal or via text to 704-982-7514.

RECITAL

At the conclusion of the ten-month session, AAD produces a full-length recital in June at the Stanly County Agri-Civic Center. The 2026-2027 session recital date is tentatively set for June 5, 2027. This date is subject to change based on Stanly County Agri-Civic Center confirmation.

Participation in the recital is required for all students enrolled in the Fall/Winter session. Students who withdraw before the end of the session will not participate in the recital. All students must attend scheduled rehearsals and dress rehearsals during the week prior to recital.

Recital and costume fees are non-refundable and non-transferable.

PARENT/GUARDIAN OBSERVATION

In order to maintain student focus and safety, parents/guardians are not permitted in classrooms during regular class time. Lobby monitors are available for observation without disrupting class.

Parents are invited to attend designated Parent View Weeks.

DRESS CODE

Required dancewear and shoes must be worn to all classes. Failure to follow dress code may result in the student not participating in class. Dance shoes must not be worn outside the studio.

DROP OFF & PICK UP

AAD does not provide before or after class care, or supervision between class times when students have a break. Students should arrive no more than 10 minutes prior to class and be picked up promptly. If a student has a break in classes, they must be picked up.

Repeated early drop-off or late pick-up will result in a \$20 fee per 10-minute increment.

Drop-off: Front door (Ross Drive side). Doors open 10 minutes before first class.

Pick-up: Back door (gravel lot side). Parents must exit vehicles, and pick their child up from the covered porch. Please turn off headlights when sitting in your vehicles and it is dark outside.

POTTY POLICY

All students must be fully potty trained and able to use the restroom independently.

If a child cannot independently manage restroom needs, a parent must remain on-site during class.

CLASS ETIQUETTE & DISCIPLINE

Respectful behavior toward teachers and fellow students is required. Polite and quiet conduct is expected in lobby, halls, restrooms, and dressing areas. Students receive constructive corrections as part of their training.

FOOD & DRINKS

Only water is permitted in classrooms.

Food is not allowed in classrooms.

Food must be consumed only in the lobby, and all trash should be disposed of in the outside trash containers.

MEDICAL EMERGENCIES

By registering, you grant AAD permission to seek medical attention for your child in the event of an emergency.

PHOTOS & VIDEOS

By registering, you grant AAD permission to photograph and/or record your child and use such media for promotional purposes without further approval.

WEATHER CLOSINGS

AAD generally follows Stanly County Schools for weather closures; however, the studio may make independent closure decisions when necessary. If school is canceled or dismissed early, no classes are held. If school operates on a delay, classes will be held as scheduled.

While we typically follow Stanly County Schools, we do make our own decisions, so please make sure to check your email on file, our website, and social media for updates.

These policies are in place to protect the integrity of our program, ensure fairness to all families, and maintain a positive and structured learning environment for every dancer at Albemarle Academy of Dance.