Please initial that you have read and understand each policy.

**\_\_\_\_\_\_ Late fee policy**
Monthly fees are due by the 1st of each month. A strict $10 late fee will be applied to any invoices that have not been paid by the 10th of the month. An additional $20 late fee will be applied to any invoices that have not been paid by the 20th of the month. Accounts that remain unpaid after 2 months will be closed and dance classes will be halted until the account balance is paid in full. This policy applies to ALL students. We at Premier understand that emergencies and unexpected events occur, please contact a studio manager if you need to discuss your account.

\_\_\_\_\_\_ **Account balances must be paid prior to recital participation**. Students with open overdue accounts will not be eligible to participate in recital.

\_\_\_\_\_\_\_ **Withdrawal Policy**
Withdrawal from classes must be submitted in writing via letter or e-mail. Voicemail is not acceptable. If withdrawal is not submitted in writing, the parent/guardian will be held liable for on-going tuition. There will be no refunds and any outstanding balances must be paid in full.

\_\_\_\_\_\_ **Attendance Policy**
When choosing classes for the student, please keep in mind any and all extracurricular activities that may interfere with their dance schedule. We, as teachers, understand that importance and unexpected events occur. If your student has prior knowledge of an absence, please notify the instructor. If your student misses four or more consecutive classes without an excuse, it is at the instructor’s discretion whether they may still participate in performances. Please try to arrive to class on time to limit interruptions and distractions.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the above policies. I agree to have myself and my student(s), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ abide by each policy.

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