



# Santa Fe Springs Dance Center

## 2010-2011 Studio Policies



**Tuition Policies:**

Tuition is due on the 1st lesson of each studio month. If tuition is not paid by the 15th of each studio month a \$18.00 late charges is automatically charges to your account and will be charged each and every month until the account is paid in full and brought up to date. Tuition is based on a 4 week session and charged the monthly fee per the amount of classes taken. Classes are not payable by the lesson unless arrangements are made with the current office manager. There are no exceptions to this policy. We charge full tuition for all studio calendar months and full tuition during scheduled breaks. There are no cash refunds.

**Registration Fee:**

New and returning student enrollment fee is \$20.00 per year/per family. Yearly registration fees are charged beginning each new studio calendar year. Re-registration fees are applied when a student has not been active in class for 2 or more months and return to the studio before the yearly registration fee is once again due.

**Studio Closures:** Halloween, Thanksgiving, Christmas Break, Spring Break. Dates will be posted on the studio bulletin board and in email newsletters.

**Drop Class Procedures:**

If you choose to drop your child from a class you must do so in writing by completing our Drop Class Form and it must be received by our office no later than the 5th of the month for the month that you are dropping the class. If no form is received you will be charged for the entire month of classes taken. There are no exceptions.

**Missed Classes:**

Makeup lessons for regular classes are only given when class is missed due to illness and the studio is notified prior to class time. Makeup classes must be taken within one week of missed lesson. From April to June we offer no makeup classes.

**Returned and Redeposit Check Fees:**

Redeposit Fee: \$15.00 per check/occurrence and Returned Check Fee: \$30.00 per check/occurrence. These charges will automatically be added to your account if a returned check or redeposit fee applies. All fees must be paid by cash within 10 days of each occurrence. Anyone with two or more returned checks will automatically be put on a cash basis.

**Liability:**

Santa Fe Springs Center Dance Center, DBA: Santa Fe Springs Center For The Performing Arts, it's staff and faculty are not responsible for any injuries that may occur in class, on studio property or the surrounding business park areas. I hereby waive any and all claims for personal injury, illnesses and/or property damage or loss that I may have against Santa Fe Springs Center For The Performing Arts/ShowCase Studio Inc., and its directors, officers, agents, employees, contractors, representatives and any volunteers in any way associated with Santa Fe Springs Center For The Performing Arts/ShowCase Studio, Inc. Parents are personally responsible for their child/children at all times, whether inside or outside of the studio at all times. Students and their siblings may not be left unattended at anytime, whether inside the studio or outside on business grounds. I give permission for my child to participate in sport activities (EX. Dance, Acrobatic, the performing arts and like sports). I have read and understand the above and have completed all information to the best of my ability.

\_\_\_\_\_  
Parents Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students Name or Names

Santa Fe Springs Dance Center

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