



### Payment Policy

#### **Registration Fee**

- There is a registration fee of \$70.00 per child or \$100.00 per family.
- Registration fees are non-refundable and non-transferable.

#### **Tuition Fee**

- Tuition is a monthly flat rate based on a **Ten- month** dance season, which runs from **August 1st, 2021 through May 30,2022. (Not based on lessons per month).**
- Tuition is due on the 1<sup>st</sup> of each month. Tuition plus a **late fee of \$10.00** will be charged to the card on file for payment received after the 5<sup>th</sup> of each month.
- If paying by check, make it payable to Tempo Dance Academy. Please write the student's name on the check for verification. **A \$30.00 service fee will be charged for all returned checks.**
- If the student does not start on the first class of the month, a pro rata part of the tuition rate shall be pay for such partial month.
- **Tuition, deposits, recital fees or registration fee are non-refundable and non-transferable** even if your child does not complete the month or the ten-month contract, no exceptions. Tuition must be paid to hold a student's place in a class or classes regardless of the students' attendance each month.
- Students with outstanding balances will not be admitted to class. Tuition delinquency of 30 days will result in a student's suspension from classes until the issue is resolved with administration.
- **There are no refunds or make up classes for missed lessons.**
- If a **private lesson** is scheduled and missed, the parent/dancer is still responsible for full payment if the Office Manager does not receive a prior 24-hour notice. Payment for private lessons must be received at least 24-48 hours prior to the session. If you have any questions regarding this policy, see the Office Manager.

### Class Exit Policy:

- **Written notice is required when dropping a class.** A Dropout form will need to be filled out. If Tempo DA does not receive the notice form in writing, tuition will continue to be billed to the credit card on file.
- Tuition must be current in order for the account to be closed. **If notice is not given in writing prior to the 1st day** of a tuition charging month, the parent/guardian is still responsible for paying the monthly tuition.
- There is a **\$75 Cancellation fee** that must be paid at the moment of filling the Drop Out Form.
- Dropped students may re-enter a class only after fully re-registering, if there is space available.



### **Rules and Regulations:**

- **Student Conduct:** An attentive attitude and composed behavior in class are necessary at all times. Those disregarding this rule will be asked to leave the classroom until absolute observance of the rule can be assured. Chronic disregard may be cause for expulsion.
- **Class Observation:** For the benefit of all, parents or friends are not allowed into the classroom while a lesson is being conducted as it disturbs the students taking class. When learning how to dance, students do not perform to the best of their ability with disturbances. Refer to your dance calendar for Parent Observation Weeks (held once per dance season). If you would like a parent/teacher conference, check with the office to schedule an appointment.
- **Attendance:** Attendance is vital to the continued growth and understanding of the material being covered in class. Excessive absences and tardiness affect the individual as well as the other dancers. Students who miss more than 4 classes from February to May, may not be adequately prepared to perform in the annual dance recital.
- **Arrival and Departure Times:** Classes will begin and end promptly at the scheduled time. Be dressed and ready for class before the scheduled start. Arrive on time and be prompt in picking the student up immediately after class.
- **Entering and Exiting the Studio:** Dancers must not leave the studio until your ride has arrived. When entering and exiting, be as quiet as possible so as not to disturb the classes in progress. Students should arrive no sooner than 10 minutes before class and should be picked up no more than 10 minutes after class. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS OUTSIDE THE STUDIO.** Children **MUST HAVE PARENT PERMISSION TO LEAVE THE STUDIO.** It is the parent's responsibility to emphasize if a child is or is not allowed to leave the studio. Whenever a student is going to be picked up by someone other than specified on the registration form, or if a student has been given permission to bring themselves to class, please inform a staff member.
- **Dance Attire:** TEMPO DA requires wearing uniforms with the purpose to give identity to the academy and a sense of belonging to students. Likewise, wearing the correct attire for each class guarantees comfort. **Uniforms will be sold at the academy.** Hair should be fixed and away from the face properly prior to class. Limited or no jewelry should be worn.
- **Class Placement:** Students will be classified by the level of their ability. As each student progresses, she/he will advance to the next level after teacher's evaluation. All students will be assessed on an individual basis. Some students may progress from one level to another in one year. Other students may take several years, but all dancers will have the opportunity to reach tangible goals.
- **Food and Drinks:** Food or drink is not allowed inside the studios. For the common welfare we invite the students and companions to consume food in the outdoor seating area. Smoking and gum chewing are not permitted at Tempo DA.
- **Lost and Found:** We cannot be held responsible for articles left in the studio. The Studio will offer cubbies for the students to put their belongings while they are in class. Any items found outside the cubbies will be taken to front desk. The office WILL NOT store any lost items.
- **Communication:** Throughout the year we will be sending emails, please be sure to check your email frequently and make sure the Tempo DA address ([info@tempodancea.com](mailto:info@tempodancea.com)) is not in your spam folder.
- **Class Cancellations:** Dance class cancellations will occur in case of severe weather conditions, pandemics or any natural disasters or force majeure and will not be make up. If the Orange County Public Schools are closed due to bad weather, or any other reason Tempo DA will also be closed.