

POLICIES

Enrollment and Tuition Payments: Our School Year runs YEAR-ROUND through August. Tuition payments remain the same each month regardless of attendance, school closures, or holidays. Payments will be electronically withdrawn on the 5th of each month. (You may pay by check or cash before the 5th, but balances not paid by the 5th will automatically be deducted from your debit or credit card. If a check is returned from the bank as NSF, there will be a service charge of \$25 and the debt must be cleared within 5 business days in order to continue dancing. We accept cash, checks, credit cards or online payments. **Late Fees:** Payments that are not successfully processed on or by the 10th, will incur a \$10 late fee and processed again. **Refund Policy:** Once you have begun classes with us, no refunds, credits or transfers to other students will be issued. This also includes any registration fee, and any merchandise orders. Performance fees are refundable within 30 days of withdrawing from classes, unless the fee has been processed (within 60 days of the show) or a 30-day withdrawal notice was not given. (initial)

Withdrawals / Changing Classes / Missed Classes / Make-Up Policy **Class Withdrawals:** The studio requires a 30-day written notice prior to the following month's billing. You will be responsible for tuition until then. By not giving sufficient notice, you will forfeit receiving a refund of any performance fees. Students are also responsible for letting the instructor know if they will not be returning to a class. **Class changes** must be changed by the GN office or Front desk, and are at the discretion of the instructors & subject to availability. **Missed Classes:** There are no pro-rated fees or refunds for holidays or classes missed classes. Payments may NOT be reduced in order to accommodate family vacations. Any class cancelled due to a teacher absence will be made up at a time arranged with that teacher. Classes are not transferable to another student. **Class Make-ups:** If you are going to miss a lesson, the office must be notified in order to make up a class & it must be completed within one month. If your child does not attend class for any reason, including days cancelled due to inclement weather, he or she may be able to attend any class at their level to make-up the class, but it is not always guaranteed. **Bad Weather Policy** Studio closure days due to inclement weather or power outages are not made up or reimbursed; we will send an email by 12:00 noon, to notify you if we will close the studio. (initial)

Performance/Recital and Costume Fees: Our dance showcase is a wonderful opportunity for dancers to show-off what they have learned and shine on stage. To participate in the showcase dancers will need to register no later than the month of February. **Performance fees (\$40)** are due at the time of registration. This includes costume administration (shopping, ordering, shipping and processing), administration and staffing of event, and 4 tickets to the show. On February 1ST, every dancer will also be charged a costume fee of \$40 per class. Company dancers will have different costume fees. Fees are non-refundable once processed or 90 days before the showcase. Attendance is very important when preparing for a showcase and you may be removed from the performance due to missing too many days, so we ask for your full cooperation.

Calendar Holidays (No classes will be held) – Please ask the front desk for a calendar of events or go online to www.groovenationdance.com
▪ Labor Day ▪ Thanksgiving weekend ▪ Christmas/ Winter Break ▪ Spring Break ▪ Memorial Day ▪ 4th JULY ▪ Summer Break

Facility Guidelines

- No gum or food in class
- Please silence your cell phones and do NOT text during class.
- If a student is waiting for a class or for a parent to pick them up, please have them sit quietly either waiting area. Instructors, the Front desk and/or owners cannot be held responsible for what the children do, when they are not picked up on time
- No video taping during rehearsals. ***Occasionally, publicity photos of our students are taken in class and at performances. By submitting the registration form, you are agreeing to grant the right to use any photograph of your child/children in Groove Nation brochures and on our Web site.***

Behavior Students are to come to class prepared and ready to learn. This means being respectful to instructors as well as other students and their properties, wearing the appropriate attire for class, and following facility rules. If a student is disruptive, we will follow these procedures: (Our desire is to make this an enjoyable class for everyone, so we will not tolerate rude behavior)

1. The student will receive a warning.
2. Given a written warning and they will be asked to sit out the remainder of the class
3. Student will be removed from class permanently

Information to Parents and Notices It is the responsibility of the parent or adult student to be aware of activities such as productions and dates the school is open and closed. Notices will be posted at www.groovenationdance.com as well as sent in emails. It is the parent's responsibility to regularly check emails to ensure they are informed.

Required Dance Attire To bring a sense of professionalism to the class, we **require the following appropriate dress wear:**

Hip Hop and Tap classes:

1. T-shirts or modest tank tops (no mid-riffs or low cut shirts).
2. Sweats or long shorts, no jeans.
3. Dance shoes or athletic sneakers (hip hop); Tap shoes (tap)

Jazz / Lyrical / Contemporary / Dance Tech classes:

1. Form fitted t-shirts or tank tops (no mid-riffs or low cut shirts).
2. Jazz pants / Lyrical shorts with tights for girls or shorts for guys
3. Lyrical shoes or paws (lyrical/tech); Jazz shoes (jazz); Non-skid socks- (lyrical/tech); Ballet slippers

SIGNATURE (Parent/guardian if under 18 years) _____

DATE _____