

Lisa Allen's Dance Works Inc.

St. Marys Studio
10880 Colerain Road
Saint Marys, GA 31558
(912) 673-9161

Fernandina Studio
96537 Parliament Drive
Fernandina Beach, FL 32034
(904)277-7040

POLICIES AND GUIDELINES

- _____ 1. **Posted Information:** All parents are responsible for reading all posted information via email and/or posted information in the studio. This is our way of making sure that you are up to date on all events throughout the dance year.
- _____ 2. **Tuition:** Tuition is your responsibility. We do not bill. Tuition is due in full by the 10th of the month. Tuition is non- refundable nor discounted for classes missed, holidays, or canceled classes due to inclement weather. There is no additional charge for five-week months or any extra classes called by the instructor. Make-up classes are available and encouraged.
- _____ 3. **Late Fee:** Tuition is late as of the 11th of the month. At this time a \$5.00 late fee is charged for all late payments. If the student's account is not paid by the 15th the late fee is increased to \$10.00. If the student's tuition is not paid by the 20th of the month, the late fee is increased to \$15.00, and the student will not be allowed in class until the tuition is paid in full, including late fees.
- _____ 4. **Returned Check Fee:** \$25.00. If two (2) checks are returned from the same account only cash or charge card will be accepted. ABSOLUTELY NO POST DATED CHECKS.
- _____ 5. **Dropping a Class:** ***We must be notified in writing by the last day of the current month that a class is being dropped. This will avoid you being charged for subsequent months.*** Example; On September 30, you let us know that you are dropping your jazz class. We immediately remove you from the books. However, if notice that you are dropping your jazz class is received October 1, or not received at all, you are obligated for October tuition and/or all months to follow until we are properly notified.
- _____ 6. **Debt Collection:** After all attempts to collect any past due fees have been exhausted your employer maybe contacted for assistance in the collection under the Fair Debt Collection Act, 16 USC sect 1692.
- _____ 7. **Extended Absence:** If you are absent for an extended period of time and intend to return to class, tuition will be due as usual for time missed. See paragraphs #2 and #3.
- _____ 8. **Private Lessons:** All requests for private lessons must be discussed and approved by Lisa Allen. Cost is determined by the instructor and is **payable at the beginning of each session to office.**
- _____ 9. **Punctuality:** Students are required to be on time for class. This means arriving at least 5 minutes early to remove outer garments, put on shoes, etc. Students that arrive 5 minutes late for class or more will not be allowed into class on that day unless accompanied by a parent and have spoken with the instructor. Parents must be on time to pick up their children after dance class concluded.
- _____ 10. **Common Areas:** Food and drinks are allowed in designated areas only. Absolutely no food or drinks in the dance rooms. Parents, you must be sure to clean up any mess created by your children and make sure the child has all of their belongings before you leave the studio. No children are allowed outside the studio area or parking lot area without a parent. Parents must notify your children that the trophy case, plate glass windows, and glass doors are very fragile and must not be touched.
- _____ 11. **Behavior:** All dancers and their parents shall act in a respectful manner at the studio or at studio functions held elsewhere. Negative behavior will not be tolerated.
- _____ 12. **Inclement Weather/Holidays:** We observe all inclement weather closings. We also observe **some** public school holidays. **We will have class on teacher workdays and most Monday holidays.**
- _____ 13. **Accident and/or Injury:** Lisa Allen's Dance Works Inc. and the staff will not be held responsible or liable for any accident and/or injuries occurring on or in the premises or at any performance or classes scheduled elsewhere.
- _____ 14. **Visual Images:** We reserve the right to use any photos or audiovisual images associated with Lisa Allen's Dance Works, Inc. without your prior consent.
- _____ 15. **Disclaimer:** **Studio name, logo, photos, audio images, choreography** can not be used without prior written consent of the proprietress and president of Lisa Allen's Dance Works, Inc.

I have read and fully understand and agree to abide by Lisa Allen's Dance Works Inc. policies and guidelines.

Signature and Date: _____ Print name: _____