



2011-2012 Studio Policies

220-101 Avondale Ave
Wilmington, NC 28403
910-791-7660

1. \$35 individual or \$50 family non-refundable registration fee, August 2011 tuition and signed rules must accompany registration form to have your space reserved. *In honor of our 30th year, returning dancers registration fees will be discounted to \$30 individual or \$40 family. Once a student is registered, absolutely no refunds on registration fee - NO EXCEPTIONS.
2. The instructors have the final say as to what class(es) your child is placed.
3. South East Dance Academy does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance and if injury occurs, it is understood that the student's policy is the only source of reimbursement.
4. Leotards, tights and appropriate dance shoes are required for all classes. Boys should wear t-shirt and dance pants. Proper shoes in specific colors are required. Please label all shoes with your child's name. Hair needs to be pulled up and away from face. South East Dance Academy is not responsible for lost or stolen items.
5. Students should not be dropped off earlier than 10 minutes prior to class or stay longer than 5 minutes afterwards. They should remain inside until their ride arrives. Please walk your student in or make sure they have gone inside before leaving.
6. Disruptive behavior will not be tolerated. If this occurs repeatedly, parents will be contacted and if it continues, your child will be sent out of class.
7. We offer an Early Payment Discount if you pay by the 10th of each month. Please place your child's name in the memo section of your check. You may pay in advance for tuition; there is a 2% discount per semester, 5% discount for a full year. You may pay in cash and you must get a receipt.
8. No student will be allowed to participate in regular, team or private classes if their account is over 30 days past due. Any money received from delinquent accounts will first be applied to the past due tuition balances. No student will be allowed to perform in the annual dance concerts or any dance competitions unless their entire account is current.
9. August is the only pro-rated month of tuition. September through May will be charged a full month's tuition. Whether we have a short month (3 weeks) or a long month (5 weeks), tuition remains the same.
10. Do not call or email any staff member at home.
11. There is a mailbox in the lobby for each dance family. Please check it weekly - this is how we get information to you.
12. There are no refunds for missed classes, fees, or any item purchased. Missed classes can be made up in an age appropriate class even if it's a different style than what the student is taking.
13. **There must be a 30 day written notice before your child quits their dance class. Not showing up for classes does not constitute a withdrawal. You are still responsible for tuition up to the 30-day notice.** _____ Initial
14. Costumes are to be paid in full by November 1, 2011. You will be told your costume amount when you register. If you would like, you can pay a deposit at any time prior to when full payment is due. If you change your schedule, your costume amount may change, too.
15. The concert package of \$75 per family is due March 1, 2012. This fee is separate from your costume payment and helps defer the costs of our concerts. Your package includes 1 Concert DVD, 1 Concert T-Shirt and 1 Souvenir Memory Book. This fee allows you to invite, as many guests as you'd like, as there are no ticket sales.
16. All classes are closed sessions. **Do not open the door during class time.** When classes are over, the instructor will open the door.
17. The Studio will be closed during the following breaks: Thanksgiving Break is Tuesday, November 23-November 27, 2011; Christmas Break is Monday, December 21st-January 1st, 2012; Spring Break is Monday, April 2-April 8, 2012. We will have classes on teacher workdays.
18. I hereby give permission for images of my child, captured during regular classes, rehearsals, performances and special activities through video, photo and digital camera, to be used solely for the purposes South East Dance Academy promotional material, newsletters, websites and publications, and waive any rights of compensation or ownership thereto.
19. In case of inclement weather, there will be a message on the answering machine and on the web site about any cancelled classes. Be sure to make up any missed classes as soon as possible. Class schedules are posted on the web site.
20. The Concerts will be held at Odell Williamson Auditorium, Brunswick Community College, on Saturday, June 2, 2012.
21. The only visible piercing allowed on our dancers is in the ear lobes of girls. If there are any other piercings, please have these removed prior to entering the studio. Absolutely no visible tattoos are allowed.
22. Our Holiday Concert will be held on Saturday, December 10th.

I have read the studio policies of South East Dance Academy, received a copy and agree to comply with them.

Parent's Signature: _____ Date: _____

Print Dancer's Name: _____