

POLICY AGREEMENT

"Please read the following carefully and initial and sign where appropriate. Your registration form will not be accepted unless the form is complete."

Please initial the following statements and sign the bottom of this sheet.

- There are 37 weeks offered throughout the year. Tuition is a yearly rate divided into 10 equal monthly payments. Tuition is NOT pro-rated for absences & holidays. I understand that registration fees & pre-paid tuition are non-refundable and that there are no refunds or deductions for classes not attended. _____
- We do not send out monthly statements. Tuition is due the 1st of the month & is considered late after the 14th of each month. **Tuition reaching the studio after the close of the business day on the 14th of each month must be accompanied by a \$20.00 late fee. Checks returned for NSF will incur a \$25.00 returned check fee.** _____
- I understand that instructors are only responsible for students during class time. _____
- I understand that written notice is required thirty (30) days in advance, for withdrawal from any classes and that charges will continue to accrue until an add/drop form that is available in the office, has been submitted to the office. _____
- I understand that there will be **NO** make-up classes unless advised by the instructor. _____
- I agree that I will not hold the Institute for Dance or any faculty or staff member liable from injuries sustained by my daughter/son while a student at the Institute for Dance. _____
- I give my permission for the Institute for Dance to take photos/videos to be used for purposes of promoting the School. _____
- I understand that students are expected to have appropriate attire by the 2nd week of class. No street clothes are to be worn during class. The instructor has the right to dismiss any student from class who does not adhere to the dress code. _____

I have read & agree to comply with all policies and procedures of the Institute for Dance.

SIGNATURE: _____ DATE: _____

