



Payment/Financial Policies- Updated 03/15/2024

- **ALL PROGRAM FEES/TUITION/REGISTRATION PAYMENTS ARE NON-REFUNDABLE. THEY CAN BE USED AS CLASS CREDIT AT ANYTIME.**
- **COSTUME/DANCEWEAR/STUDIO SUPPLIES THAT HAVE BEEN PAID FOR AND ORDERED ARE NON-REFUNDABLE and MUST BE PICKED UP WITHIN 30 DAYS OR WILL BE RETURNED BACK INTO STUDIO INVENTORY with no credit given.**
- **Students rolling all fees into one payment: if you fall 30 or more days behind a payment with no payment plan/auto play in place, your dancer will sit during classes to watch until your payment is caught up and will not be permitted to participate in events/performance. The late fee on these accounts can be \$10/day accruing and \$20/month until a plan is in place. Once your student is registered we will assess all fees and agreements for you to sign and return. If you at any point decide to break that agreement, there is a \$125 agreement breakage fee and no refunds will be issued. We will then recalculate any further costumes/classes/charges and follow usual studio policies/guidelines. If your account falls more than 2 payments behind you could be withdrawn from the program until further notice and the accountant could be turned over to our collections department. Bundling Fees is based on your total cost and the number of months left in your season at the time of your enrollment.**

***Cash/Check-** Checks should be made to Expressions Dance Studio and have the correct date on them. Student's names must be included in the memo section of the check. This process will prevent clerical errors. There is a \$50 return check fee on all returned checks due to insufficient funds. After 2 insufficient funds you will be required to pay with cash or card and pay one month ahead.

***Credit/Debit/Autopay -** You may pay with a credit or debit card. There is a **4% transaction fee** added per transaction you do with your cc/dc. You may set up your auto pay by contacting the studio directly.. The auto-pay system is set to charge on the 30th day of the month so that on the first your payment is covered. To cancel an auto debit, you will need to submit a written request. Returned auto-pay payments will have a \$50 fee attached and must be settled within 30 days of the return.

Payments/Scheduling

Classes run from August through June with observation of the studio's calendar of events for any breaks. The studio's will follow the public school corporations for their locations for **weather** cancellations. We do not prorate for closing or cancellations or pandemic situations as they are out of our control and we are still financially responsible for the studios bills to stay open/running. The billing system is set up to bill for a certain number of weeks of class times based on the studio/public school calendar. Your instructor will notify you with the automated system if there is an unscheduled cancellation, so be sure to keep your information updated. If your student needs to miss a dance practice they have the option to come to a higher level class and can only accumulate 3 class passes per class. If your student misses a class, they need to attain a "Dance class pass" at the front desk to use for a makeup class. If your instructor cancels a class due to absence or weather, your teacher will give out the "Dance class pass" and it is you and your student's responsibility to use that pass before the end of the year. Practices may be canceled throughout the season due to weather, clinics, meetings, competitions and camps. At times an additional practice may be added to makeup for a missed practice. However, we cannot guarantee this. Program fees are still due the same. Students signing up mid year will pay the same fees. If in the event you close your dance account with a negative/owing balance, you will have 30 days to make your account current. You will be financially responsible for any costs incurred by our collections agency and any court costs as well.

All monthly fees are due the first Class of each month from August to June. Any payments received after the 10th of each month is subject to a \$5.00 late fee and will be added to the following month's owed tuition. Students missing two payments will be subject to a \$20.00 fee and will need to pay both monthly fees and late fees to be current and participate in class. Students falling three payments behind will be asked to sit and watch and take notes. Students falling 4 payments behind will not be permitted to take class. The billing system will automatically update your account with late fees. If at any time in the year your account reaches a negative balance of \$200 in tuition, to stay enrolled you must sign up for auto debit for monthly tuition, plus a payment plan for the negative amount.

June billing will be applied on May 10th, to total up all accounts and give dancers that month of time to assess all their tuition charges. The final account balance will be due as of June 10th. Any applicable late fees will be applied at that time and all will be due/autopay payment plan set before recital week begins to participate in the show week activities. There is no account billing permitted after June 10th (accept for dancers already enrolled in the next session)

Canceling your studio enrollment

You must give the studio a 30 day cancellation notice with a stop date! notice of billing. For example: Should you decide to be done with dance on November 1, you will owe for November. If you decide to be done mid-month, there is no refund for the remaining month, however your student is encouraged to finish the month out. If you have notified the studio before the 1st of the following month, billing will not be applied. Notification must be in person at the studio to finalize an account. **There are No Refunds on tuition or registration**. If you do not wish to use any credit on classes, you may transfer that to another student or the scholarship program. As tuition/registration fees are non-refundable any credit remaining on your account that may be from any funds, you will have a year (365 days) to use that credit in classes/private lessons at any of the studio locations or transferred within that time frame or the account credit will automatically be transferred to the scholarship program or a scholarship student directly. "If you have an account credit at the time of a session end, you will have the option of applying the balance to a specific department. Recreational students that end their attendance before the annual recital are expected to pay the tuition/charges that are current through the 30 day cancellation date. You will be billed accordingly. You will continue to be billed until the studio has received notification of your cancellation if you intend to cancel before the season end date. You will have 45 days from notification of your invoice to pay in full before the account is turned over to our collections department, and you may be fully responsible for any fees that are incurred.



GENERAL STUDIO POLICIES

*All dancewear/costuming orders must be paid for in full before the order will be placed. All orders must be picked up within 30 days.

*COSTUME fees will be applied at the time of class enrollment for the annual recital if bundled. Once you complete your enrollment you are financially responsible for all performance related costs if that is part of your enrollment. Late student enrollment is accepted, however to participate in the recital the final deadline is January 31st and must be paid in full.

*All students are expected to have the appropriate dance supplies/attire for the class they are attending. We have several ways of accumulating items, let our staff know if you are in need of something. Students cannot get 100% of their dance education without the correct supplies. Students are expected to have the appropriate attire or to have ordered within their first 30 days of class.

*You are responsible for retrieving studio news/team information by joining the Band threads.

*Photography/Videography is used throughout the year during class times and performances, and will be used for critique and documentation purposes and may be added to our studio's social/advertising sites. Our annual recital is also video recorded and may be used for those purposes as well. If you prefer not to be in any studio content, please be sure to check the appropriate box on your registration paperwork. Editing is done by our digital certified editing staff.

*Parents/Visitors/Friends/Family are only permitted to sit in on a class under instructor approval. We will have designated times of year for family/friends to attend! PLEASE DO NOT DISTRACT THE STUDENTS WHILE YOU ARE AT THE VIEWING WINDOWS DURING CLASSES. ALSO REMEMBER TO KEEP THE LOBBY AREA CLEAN AND QUIET while classes are in session.

*Toddler/Beginning classes are required to have a parent/guardian in the lobby during the entire class, not in the studio, to help aid in potty breaks and getting their shoes on etc...Parents of toddler classes please be sure you have read the toddler welcome letter!

*Student class rewards. One way your student can earn rewards in class is through earning a Dance Ticket! By following directions, behaving appropriately, and giving 100% in class, these are ways to do so. At the end of the month a dance ticket winner will be drawn for a special prize. All the studio entries go into the bucket each month and we do the drawing via Facebook.

*Certain holidays we send home treats for the students. If your student is not allowed a certain food/candy/has allergies, please let our staff know.

*We do not prorate any class fees, or refund fees paid for any fees. Weather cancellations will be handled with a class pass or makeup if an online option is not offered. We follow the Plymouth schools for weather cancellations.

*You will still be responsible for the same monthly tuition if your student should need to drop a class for a short break. You may substitute another class on a different time/day or studio for that break if need be, however your tuition remains the same to hold your students' spot. Your dancer is allowed to attain class passes as well.

*Classes must have 4 or more students enrolled to be considered a group class and to be held. If a class has less than 4 enrolled and the current students would like to pay the required fee to hold that class as a group they may do so and their member fees will be adjusted.

*Students are not permitted to wait outside of the building alone. A parent/guardian must enter the building for students under the age of 16. We keep the building locked during certain times of the year and certain times of the day for staff and student safety.

*Students are expected to be in every class on time. If you are more than 10 minutes late, that is a disruption to the class and you will be asked to sit and watch and take note of class technique. There are no prorated fees for any missed classes for any reason. Students are able to attend a higher level class the following week if they miss a class. It is very important to be in class to learn as much as possible. Students missing days during rehearsal week will run the risk of not participating in the show!

*Street shoes/attire are not permitted in the studio. Please check out our attire policy or our website for what's appropriate for class. There are some classes that require attire. You have 30 days to meet the attire requirements before your student may be asked to sit and watch. After 30 days we will bill the attire to your account. The attire must be paid for and picked up before your student is able to return to class.

*Students may bring bottled water or sports drinks to class, no food or soda is permitted in the studio room at any time!

*Any disrespect of any staff member or guest teacher will not be tolerated. If we see inappropriate behavior your student will be asked to sit out and watch and then will be asked to move to the lobby if need be. We do have security cameras throughout the building.

***Our studio offers a carpooling program. If your dancer needs a ride to and from the dancer, please contact our front desk. There is a \$10 fee per trip that is paid to our carpool staff member!**

*Our studio is a teaching studio and we have developed a great student apprentice program. Participants within that program will substitute a class from time to time. We feel these student teachers are well prepared and allowing them the opportunity to teach is essential for their progression in the program. We ask that you help support the student teachers as well as your own students. A student can learn a great deal from substitute teachers. Our S.T.E.P.S. program begins at age 8 and requires specific class enrollment. If your student is interested in this program, please see a member of our staff so that we can begin preparing them for the program and get their dance education on the right track! ***Student placement in any class/classes are based on age, skill level, previous training and teacher's discretion.** Our studios are very busy and have teachers substituting to give our students a wide variety of instructions as well



RECITAL/COSTUME POLICIES

Recital participation is not mandatory, however it is what your students prepare and work for all year.. It would be comparable to baseball players practicing then holding their games and tournaments. In order for our shows to be successful we truly need to have all of our dancers participating and to be present. The process of a recital is part of the dance education process. They learn how to produce a show, how to perform and how to behave in a professional show atmosphere as a professional dancer. Because we don't do a show every weekend like they do games every weekend it is important to the dancers to allow them to participate. The show is lengthy for that reason also. We have a lot of students and talent to showcase! No apologies to show off the many talented kids we have :)

It takes a lot to make a huge show run smoothly and safely so we must enforce the policies and procedures of the recital week. There is no room for budging on those rules. We have the rules set for the safety of our students and to keep things running smooth and as fast as we can. It is our hope that everyone participating reads the packet and information sheets accurately and supports our staff in the decisions we have to make during that week! If you have questions regarding any of the following policies, now is the time to ask!

Recital Costs

The recital fee helps cover the cost of staff, venue costs, backstage items the dancers need and insurance liabilities for each dancer. Each student participating in the recital will need to pay this fee, however for doing so, your dancer will receive their dancer lanyard, and your parents pass. Each season there are some specialty items your dancer will receive as well. Watch your recital packet in the spring for what those items are! The fee per dancer is \$55 and you will see this fee added to your account upon enrollment along with any costume expenses. There are no sibling discounts on this fee. The fee is low in the realm of all we have to cover so it must be paid per dancer. This fee is also non-refundable as we begin work and expenses at enrollment for this event. If you drop out of the recital after March 15th, you could be responsible for a reblocking fee of \$40 for the first routine and \$25 for each additional that will be sent with final billing. Recital packets with full details and order forms for tickets etc.,

Costumes

Upon enrollment you will have a total cost of all your child's recital needs as well as anything you need to acquire. Costumes will be ordered by parents in Nimbly by 12/15. All students participating in the recital are required to have the required costumes for that class. Some classes have two costumes so please note that your cost for the class could be two per class as there may be a class piece AND a production piece. There are no refunds on any fees paid on costumes. We place orders if bundled and current on account by 12/10. Costume changes are subject to change at anytime for any reason.

General Policies Surrounding Recital:

-During recital activities during class, students that are not participating in the recital will be learning the choreography and be expected to participate in class as normal.

-Once your costume/accessories/tickets have been ordered there are no refunds on recital items.

-All rehearsals during the week of recital are MANDATORY unless cleared by Miss. Nikki.

-We will only release a student to the person signing in as a student at check in unless prior arrangements have been made.

-All students are REQUIRED to have a hair pony and earrings and the correct shoes and tights to correspond with each of their costumes for each of their classes to participate in the recital/performances.

-Students enrolled in core performing classes are REQUIRED to stay for the entire show from start to finish. This includes the toddler classes as well unless otherwise directed from Miss. Nikki.

-All students are required to comply with hair and makeup requirements as the stage lights wash out the faces of the dancers.

-All account balances must be paid in full before recital week to participate in the show or be on an auto pay payment plan to proceed into recital week.

-There are No parents / visitors allowed in the changing areas or backstage area during the showtimes. Parent passes allow a parent back before and after. This is STRONGLY enforced.

-Picture day is mandatory for participation, however you do not have to purchase it if you do not wish to.



Performance/Event Expectations

Performing opportunities is much like games, or swim meets etc., for other sports. There may be a lot one season and not much the next so getting your student to the most events you can is ideal. The more performing opportunities your student participates in the more experience they gain and the further they will progress with their dance education.

ALL DANCERS ARE EXPECTED BUT NOT MANDATED TO PERFORM IN ANY/EVERY PERFORMANCE OPPORTUNITY.

-WHEN ARRIVING TO AN EVENT FOR PERFORMING, STUDENTS SHOULD ALWAYS BE NEAT AND CLEAN WITH THE PROPER ATTIRE AS HANDED OUT PREVIOUSLY FOR THE EVENT. THIS INCLUDES HAIR AND MAKEUP.

ONCE STUDENTS HAVE BEEN CHECKED IN AT THE MEETING LOCATION, THEY ARE NOT PERMITTED TO SIT WITH FRIENDS OR FAMILY UNTIL THE EVENT HAS CONCLUDED.

STUDENTS NEED TO BRING ALL ITEMS NECESSARY FOR THEIR PERFORMANCE. IF THEY DO NOT HAVE ALL OF THEIR ITEMS, IT COULD RESULT IN YOUR STUDENT NOT PERFORMING. SHOULD THIS ARISE, THE STUDENT IS EXPECTED TO HELP BACKSTAGE ANY WAY THAT THEY CAN AS IT IS A LEARNING EXPERIENCE AND THEY NEED TO SUPPORT THEIR FELLOW DANCERS.

STUDENTS/PARENTS AND FAMILIES ALONG SHOULD ALWAYS CONDUCT THEMSELVES RESPECTFULLY TO THE VENUE AND STAFF OF THE VENUE. YOU ARE REPRESENTING YOUR DANCER AS WELL AS EXPRESSIONS DANCE STUDIO!

PERFORMANCE TIMES ARE NOT SUGGESTIONS, YOU SHOULD ALWAYS AIM FOR ARRIVING TO THE VENUE 10 MINUTES BEFORE YOUR INSTRUCTOR/DIRECTOR HAS INDICATED. IF YOU LATE IN THE LEAST BIT IT COULD RESULT IN YOUR STUDENT NOT PERFORMING.

THERE ARE NO CELL PHONES PERMITTED AT ANY EVENT IN THE STAGING AREA. YOUR STUDENT MAY NOT BE ALLOWED TO HAVE THEIR PHONE OUT UNTIL THE CONCLUSION OF THE EVENT.

SHOULD YOUR STUDENT NEED SOMETHING SPECIAL FOR ATTIRE IN ORDER TO PERFORM AT AN EVENT, YOU WILL BE GIVEN A COSTUME/ATTIRE ORDER FORM AND INSTRUCTIONS AHEAD OF TIME.

IF YOU ARE UNABLE TO ATTEND AN EVENT SCHEDULED FOR YOUR CLASS, PLEASE NOTIFY THE FRONT DESK OR YOUR TEACHER IMMEDIATELY SO THEY CAN PREPARE CORRECTLY FOR THE PERFORMANCE. WE ASSUME EVERYONE PERFORMS AT EVERYTHING; AFTERALL, THAT'S WHAT WE DO :)

IF YOUR STUDENT DOES NOT HAVE THE CORRECT SHOES/ATTIRE FOR A PERFORMANCE, THEY WILL NOT BE PERMITTED TO PERFORM. NOT ONLY FOR UNIFORMITY, HOWEVER IT IS A SAFETY MEASURE.

Costs to perform at local events will vary per event and will be posted if there is a cost before billed. If your dancer is labeled a performer, he/she will automatically be billed for any local performance and considered a participant. To opt out of a local performance, simply let the front desk know or submit an absence for the event in the portal.

You will be expected to check in/out your dancer with our staff at every event.

If you cannot make it to a performance scheduled and handed out by your instructor, please let them or the front desk know as possible if you cannot make it. You can also send an email to: expressionsdancestudio.14@gmail.com to report and event absences.