

EXISDANCE POLICIES & PROCEDURES

REGISTRATION FEES: a non refundable registration fee of \$25 per student is required yearly at the time of registration.

PAYMENT OF FEES:

Tuition must be paid in full or by a series of post dated cheques from September - June dated for the first of each month. You can also sign an auto charge payment form to debit your bank account or credit card each month. We require the first and last month's fees (September and June) to be paid in September. June's instalment is non refundable. Remaining post-dated cheques or auto debit charges are required for October 1st – May 1st. These are due at the time of registration. All NSF cheques or will be charged a \$20 NSF fee.

****Preschool & Adult Sessional Students: (12 week program)**

We require that tuition be paid at the time of registration. A service charge of twenty-five dollars will apply to all returned cheques.

ATTIRE: Required dance wear and dance shoes must be worn to all classes. Please see the dress requirements list.

ATTENDANCE AND LATENESS: We ask that you arrive on time to prevent class disruptions. Proper warm up occurs at the beginning of each class and is extremely important in the prevention of injuries. Dance training must occur regularly to improve skills. Irregular attendance may affect a student's ability to improve. A minimum attendance standard will be required. If a student misses more than 4 classes without written notice Exisdance reserves the right to terminate lessons. Students missing more than 4 classes after January without sufficient reason will not be allowed to participate in the year end recital. Make up classes are not offered.

CARE OF STUDENTS: Exisdance is not responsible for providing before or after class care for students. Parents with students under the age of 5 must remain in the school during the classes. Students are not to be left at the school for excessive time periods before or after their lessons. Please be on time to pick up your child and encourage them to wait inside the building until your arrival.

INJURIES: Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

CLASS CANCELLATION: All classes are subject to cancellation if there are insufficient registrations. We will notify you as soon as a decision regarding class cancellation has been made. If Exisdance cancels a program, you are entitled to a full refund or you may transfer to another program, space permitting.

WITHDRAWALS AND REFUNDS: One month notice from the first of the month is required to discontinue any classes. Withdrawal must be done by speaking to the studio director, not with the class teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1st. to withdraw from classes a parent or adult must:

1. Inform the school director in person.
2. Complete and sign a written withdrawal form provided by the school director.

All unprocessed cheques, dated after the one month notice period, will be returned. No refunds will be given for registration fees or last month's fees. No refunds will be given for costume fees after January 1st. Exisdance reserves the right to terminate lessons to any students without notice. In such a case a full refund for unused lessons will be given.

I have read and understand the above policies and procedures and agree to abide by them.

Student Name (please print)

Signature of Parent or Adult Student

Date



Exisdance
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