

## STUDIO POLICIES

Please read these policies carefully as many have changed from last year.

### Tuition Fees & Payments

**Tuition rates are for the full season (September-June, including studio holidays), not by the number of classes in the month. A full season of dance includes a minimum of 32 lessons.** Tuition fees are paid monthly or annually. After registering (paying for June lessons and your registration fee), monthly tuition (September-May) must be paid by automatic credit card payment. Tuition will be debited from your bank account (or charged to your credit card) on the 1st day of each month (September-May). Accounts that are 15 days overdue will incur a \$10 or 10% late fee (whichever is greater) each month on the 15th.

**Recital costumes will be paid by automatic bank account debit or automatic credit card payment on November 15.**

### Discounts

Any full student tuition paid in full by August 1 will receive a 10% discount on tuition. Any full student tuition paid in full by September 1 will receive a 5% discount on tuition.

### NSF Payments

NSF on paper checks, auto-debit, or auto-charge payments will incur a \$20 NSF fee which will be paid at the front desk along with the tuition.

### Withdrawl From Classes

- There is a two month minimum for all lessons. One-month notice from the first of the month is required to discontinue any payments.
- To withdraw, a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form.
- All automatic bank debiting or credit card charges will stop after the one-month notice period.

### Rescheduling and Substitutions

-MDC reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. MDC reserves the right to reschedule or combine classes.

### Refunds/Credit Vouchers

- Refunds are only issued when MDC cancels a class due to low enrollment.
- Credit vouchers will be issued when the student initiates the schedule change. Vouchers may be applied to any MDC tuition or fees and must be used within one year.

### Class Transfer/Change

-Changing class selections is allowed within one week of registration without a fee. There is a \$10.00 charge for changes or cancellations made after the initial registration period (one week after registering).

### Attendance

- Regular attendance is vital to student progress and group choreography.
- Please make every effort to attend each class. Students may make up missed classes until April 1.
- If you miss more than two of the final eight classes before recital, you may be dismissed from participating in the recital routine at the discretion of the teacher.
- Students should arrive on time to class. If a student is more than 15 minutes late, they forfeit the class.

### Lost and Found

-A lost and found basket is located in the dressing room. Please check the lost and found basket regularly as all lost and found items are donated to the Salvation Army on the 1st Tuesday of each month.

### Communications

- At MDC we go to great lengths to keep you informed and up to date.
- E-News, Facebook, and Lobby Displays
- Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

### Sneak Peek Week

-During our Fall and Spring "Sneak Peek Week", you are invited to be our guests in the classroom for the entire lesson. Other observation is at the teacher's discretion. -We ask that you observe quietly, that cell phones and pagers be turned off, and that siblings are monitored and quiet during the observations. -Graded Technique Sneak Peek Classes will be limited to certain styles, and announced via email.

### Inclement Weather Policy

-In the event of inclement weather, an email will be sent out by 2pm. Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any cancelled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make up class available, a replacement class will be scheduled.

### Christmas Spectacular & Nutcracker

-Every year, we finish our first semester of classes with a fun and informal program - the Christmas Spectacular. Approximately one third of our students participate each year. Our older dancers participate in the Nutcracker. Only ballet dancers participate in the Nutcracker.

### Private Lessons

-Private Lesson fees will be paid at the beginning of the month. Private lessons that are cancelled with more than 24 hours notice may be made up (if time is available), or credited toward the next month (if time is not available). Lessons that are cancelled with less than 24 hours notice will result in no make up lesson or credit.

### Costume Orders/Exchanges

- All classes have a costume unless noted on the schedule.
- Recital costumes will be paid by automatic bank account debit or automatic credit card payment on November 15 and are non-refundable after November 20. Costumes are ordered over Thanksgiving break. Costumes will not be ordered unless payment has been received in full.
- Students are measured for costumes in November and they will be delivered in Jan-March. If a costume does not fit, we are able to exchanged within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

### Recital

- Each June, we end our season with our fully-staged, professional Spring Recital. We encourage participation from all students.
- Recital times are printed in the January newsletter, and mandatory dress rehearsal dates are printed in the February newsletter. Specific rehearsal times are printed in the March newsletter.
- Special requests to adjust rehearsal and recital times are accepted until February 1. We attempt to accommodate every school's activities while meeting the technical demands of the show. Our priority is to prepare your children for the performance experience of a lifetime!

**Enrollment of your child at MDC informs us that you have read, understand, and agree to abide by these policies.**