

## ATLANTIC ARTS ACADEMY - POLICIES AND PROCEDURES

### REGISTRATION

A non-refundable fee of \$35 per student (\$45 per family) is required yearly at the time of registration.

### PAYMENT OF TUITION

Tuition is calculated annually and is broken down into 10 monthly installments for your convenience. Any unpaid tuition or late fees are added on to your account and must be paid in full before receiving costumes or recital tickets. Students who fall more than two months behind on payments will not be allowed to take class; until past due money is paid in full.

There are *various methods of payment* available to you:

Check/Bank Draft: Tuition will be automatically drawn from your account on the 1st of each Month. We will need one voided check at registration.

Credit Card/Debit Card: Tuition charged automatically to your credit or debit card on the 1st of each month or on a trimester basis.

Cash: You may replace your bank draft or credit/debit card payment on a monthly basis if you prefer to pay by cash. You must notify the school at least (5) business days prior to the 1<sup>st</sup> of each month.

In Full: You may also pay In Full by cash, check or credit/debit upon registration and receive a *10% discount on tuition*. Tuition paid in full is non-refundable.

**Please Note: A \$25 NSF charge will be applied to any account with an expired credit card or incorrect bank draft information.**

### WITHDRAWALS

There is a two month minimum for all classes. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person through the school office and will not be accepted over the phone. It must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult student must complete and sign a withdrawal form provided by the school and thus prevent further billing. Accounts will be closed only on the day "withdrawal form" is received at the academy. Only unbilled portions of tuition will be cancelled. Atlantic Arts reserve the right to terminate enrollment to any students without notice. In such a case a refund for unused lessons will be given.

### COSTUME FEES (for dance student only)

A non-refundable costume down payment of \$25 per class must be received at time of registration in order to confirm class time. Costume balance notices will be sent out mid November. The remainder of costume fees will be charged to accounts on file December 1. No costume fees will be refunded after this date even if a student withdraws from the school because costumes will have already been ordered by December 1st. No changing of classes will be allowed after December 1<sup>st</sup>. All those participating in the year end productions must be registered by December 1<sup>st</sup>. The year end production information packet will be distributed in March/April.

### DRESS CODE

Required class attire must be worn at all times. Failure to wear required dancewear to class can result in students being asked to sit out the class. Repeated failure to wear required class attire can result in termination of enrollment. Dress Code will be discussed at registration.

### ATTENDANCE AND LATENESS

Atlantic reserves the right to have students who come late to class, sit out that class. We understand that being late is sometimes unavoidable, however, a pupil who is more than 10 minutes late for class may be asked by the teacher to observe rather than take class. This is not a disciplinary measure, but it is done with the student's best interests in mind - especially those where higher levels are concerned. A student who misses the beginning exercises runs the risk of injury by not being properly warmed up. Please make sure the student understands this. Repeated lateness may result in termination of enrollment. A minimum attendance standard will be required. If a student misses an unreasonable amount of classes without any prior notification, Atlantic reserves the right to terminate enrollment. Students missing more than 4 classes per subject after January will not be allowed to participate in the year-end production in that subject. Make-up classes will only be allowed if a student has been ill or injured and require a doctor's note. Make-up classes MUST be taken within 30 days of the missed class.

### CORRECTIONS & BEHAVIOR

Students are expected to behave in class and mind the teacher at all times. Teachers will verbally discipline students, if necessary, and if a student becomes disruptive, he or she will be removed from the class. There will be times when the teachers will employ hands on adjusting corrections to the students.

### CARE OF STUDENTS

Atlantic is not responsible for providing before or after care for students. Students are not to be left at the school for excessive time periods (no longer than 15 minutes) before or after their classes. If they require extended care over 15 minutes they must go to Expressions Study Hall where arrangements will be made with the facilitator.

### INSURANCE

All students are required to be covered by their own insurance, and if an injury occurs, it is understood that the students and their families are responsible for any medical costs. By signing this form you absolve Atlantic Arts of any liability due to injury caused in and around the school facility.

### 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 any activity conducted by students before, during or after class time. No one is permitted to dance with an injury. Students under 18 with an injury are required to have a doctor's note of permission to be in class.

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: \_\_\_\_/\_\_\_\_/2006

**Atlantic Arts Academy • 6743 W. Indiantown Rd. - #34 • Jupiter, FL 33458**  
**Tel: 561-575-4422 Fax: 561-575-9077**