

ATLANTIC ARTS ACADEMY - POLICIES AND PROCEDURES

Registration

A non-refundable fee of \$45 for individual student and \$15 for each additional family member is required for the fall/winter/spring session at the time of registration.

Payment of Tuition

Tuition is annually based and is broken down into monthly installments for your convenience. The first tuition installment is charged August 1st or upon registration and then subsequently the 1st of each month until May 1st.. Students who register in Aug/Sept are charged 100% Tuition, Oct/Nov 80% Tuition, Dec/Jan 60% Tuition, Feb/Mar 40% Tuition, April/May 20% Tuition. Any classes missed due to late registration can be made up anytime throughout the year. 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.

Methods of Payment

Credit Card: Tuition charged automatically to your credit card on the 1st of each month.

Cash/Check: A credit card is still required to be on file. This method requires you to make your tuition pay at least (5) business days prior to the 1st of each month or your credit card on file will be charged for payment.

In Full: ONLY ELIGIBLE IF REGISTERING IN AUGUST/SEPTEMBER. You may also pay In Full by cash, check or credit card upon registration and receive a 10% discount on tuition for check/cash payments and a 5% discount for credit card payment. **Tuition paid in full is non-refundable.** You must still have a credit card on file for incidental charges such as costume and show tickets but you may still elect to pay those fees by cash as well.

Please Note: A \$25 NSF charge will be applied to any account with an expired credit card or returned check.

Withdrawals

There is 30 day notice required to withdrawal and discontinue any classes. **Withdrawal must be done in writing through the school office and will not be accepted over the phone.** 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 and your account will be charged a 30 day tuition withdrawal fee which is due at time of withdrawal. 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 tuition will be given. There are NO REFUNDS on tuition that has already been billed and charged.

Costume Fees (for dance students only)

Costume fee is \$100/class that is participating in the dance concert or showcase. 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 of \$75 per class will be charged in equal monthly installments Sept 1st, Oct 1st, and Nov 1st. No costume fees will be refunded after Dec 1st even if a student withdraws from the school as costumes will have already been ordered by December 1st. No changing of classes will be allowed after December 1st. The year-end production information packet will be distributed in March of each year detailing all information necessary for year-end shows.

Material Fees

Material fees are \$15 per student and are due at registration.

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 February will not be allowed to participate in the year-end production in that subject. Make-up classes for missed classes can be taken anytime throughout the year. Please call the school office to arrange your make up time.

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 Arts 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. All students left over 15 minutes without supervision or prior arrangements will be charged a daycare fee of \$10/child for every ½ hour the child is left in the studio unattended. We appreciate your understanding. If you need alternate arrangements, please notify the school in advance (fees apply).

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: _____