

Amanda's Dance Express LLC | Policies 2011-2012 | August 20, 2011 – June 9, 2012

2011-2012 Scheduled Closings	
Labor Day Holiday	September 5, 2011
Thanksgiving Holiday	November 21-26, 2011
Winter Break	December 20, 2011-January 6, 2012
Spring Break	March 12-17, 2012
Easter Holiday	April 6-8, 2012
Memorial Holiday	May 28, 2012

Amanda's Dance Express L.L.C. offers an auto-debit payment plan. ADX also accepts cash, personal checks, and debit cards, Visa, Discover and Master Card. Payments can be made through our secure website www.amandasdance.com. If paying by personal check, please make it payable to Amanda's Dance Express L.L.C. Please label your payment with your dancer's name. We do not allow for refunds.

ADX reserves the right to terminate enrollment, without refund, for violation of policies herein.

Tuition & Fee Policy

- We collect a registration fee (new and returning students) with first and last month's tuition at the time of enrollment. A registration fee is not due if your dancer is continuing from the previous dance session.
- Tuition is payable in advance of each calendar month. Tuition is due the last class of the month for the following month. **After the 3rd, a \$25 late fee will be charged to outstanding accounts.** We only bill if your account is past due. Tuition is to be paid in full during holiday months. Monthly rates are calculated based on 35 weeks of instruction during our school year session. We collect tuition in ten monthly installments.
- A NSF fee of \$40 will be added to checks that are returned to us not paid. Please contact the office to settle your account and to pick-up your check. To avoid bank charges, we do not redeposit returned checks. A Chargeback fee of \$40 will be charged if your online payment is returned.
- If at any time a past due account is not cleared by the 3rd of the new month, a monthly re-occurring late fee of \$25 will be charged until your account is cleared.
- Your account may be placed into collection status if you fail to pay in a timely manner. You will be responsible for all attorney's fees, court costs, agency commissions, and other assessments incurred by ADX to collect your unpaid account balance.

Attendance Policy

- Since the programs of the studio are progressive, it is important that students arrive promptly and regularly for the classes in which they are enrolled. Students that do not have regular attendance may be required to attend and pay for private lessons.
- In the event that your dancer will be absent from their scheduled class, please call the office (972) 602-8811.

Withdrawal Policy

- You must notify our office thirty days prior to the first day of the month that your child is terminating by completing a formal withdrawal form. **Failure to complete a withdrawal form thirty days in advance will result in continuing charges and the forfeit of your last month's tuition deposit.** Monthly tuition will be billed and late fees will be assessed until a withdrawal form is received.

Concert Policy

- ADX agrees to provide a place for your dancer to perform in our annual concert June 2012.
- Concert costs include a \$70 (\$90 for Performing Company Dancers) concert fee due on or before September 24, 2011, and costume fees to be paid in full no later than November 19, 2011. A costume installment plan is offered September through November. A 2011-2012 Concert Student Handbook will be distributed by September 10, 2011.
- Costume order deadline is November 26, 2011. Costumes balances that are not cleared will not be included in the November order. Any costume placed on order after November 21, 2010 will be assessed a \$20 administrative fee per costume.
- In order for your child to participate in the 2012 concert, all accounts must be cleared on or before May 3, 2012. This includes tuition, late fees, costume fees, concert fees, and any other accrued fees.
- Dress rehearsal attendance for our formal concert is mandatory.
- ADX does not allow refunds for concert fees or costumes.

Dress Policy

- Our dress code was formulated with a sense of purpose to promote the proper attitude and respect for all dance disciplines. **Dancers not in the proper attire with their hair secured may be asked to observe class.** Please review our dress code at amandasdance.com before purchasing attire and shoes.
- Jewelry that is worn to class will be taken up.
- Cell phone use and texting is not allowed in class.
- Please label all shoes, dance bags, and other related items with your dancer's name and phone number.
- A cover-up is a necessity when entering and exiting the building. Dance shoes are not to be worn outside.

Studio Policy

- Should the GPISD close due to inclement weather the studio will also close. Missed classes in excess of one will be rescheduled.
- Students must be enrolled prior to September 5th, 2011 in order for the 2011-12 year to be counted towards their award year. Enrollment after September 5th resets your dancer's dance year total back to one. Dance award years are consecutive-not incremental.
- **Do not bring candy, food, or drinks other than water into the studio(s) or lobby. Gum chewing is not allowed.**
- ADX reserves the right to cancel or modify any class not maintaining required enrollment.
- Dancers and their parents give permission to ADX to use their photographs and/or videos in connection with advertising and marketing.
- ADX reserves the right to limit any child to the skills that are appropriate to his or her level and/or experience.
- Vacant dance rooms are not available for play. Non-dancing siblings must be supervised at all times.
- Dancers must be promptly picked up at the conclusion of class. Dancers are not to wait unsupervised outside of the studio. **Once dancers are dropped off, they are not to leave the studio.**
- **The majority of studio communication is done through e-mail.** Please provide the front office with an accurate e-mail address at the time of registration.
- Class viewing from our studio lobby is welcome as long as the students are not distracted. Should the lobby traffic overrun the dancers it is established for, the lobby will be closed and drop-off and pick-up of all dancers will be enforced.
- Do not interrupt classes in session. Do not interrupt teachers instructing class.
- Parents and students are to demonstrate courtesy and respect to ADX staff, fellow parents, and students; behaving in a responsible manner at all times.