

# Amanda's Dance Express LLC | Policies 2017-2018 | September 6, 2017-June 23, 2018

2017-2018 Scheduled Closings	
Labor Day Holiday	September 4, 2017
Halloween	October 31, 2017
Thanksgiving Holiday	November 20-25, 2017
Winter Break	December 19, 2017-January 5, 2018
MLK Day	January 15, 2018
Spring Break	March 12-17, 2018
Easter Holiday	March 30-April 1, 2018
Memorial Holiday	May 28, 2018

**Amanda's Dance Express L.L.C. offers an auto-debit payment plan. ADX also accepts cash, personal checks, debit cards, Visa, Discover and Master Card.** Payments can be made through our secure website [www.amandasdance.com](http://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 2017 summer 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 3<sup>rd</sup>, a \$25 late fee will be charged to outstanding accounts.** Tuition is to be paid in full during holiday months. Monthly rates are calculated based on 34 weeks of instruction during our school year session. We collect tuition in ten monthly installments-September 2017-June 2018.
- If at any time a past due account is not cleared by the 3<sup>rd</sup> of the new month, a monthly, recurring late fee of \$25 will be charged until your account is cleared.
- 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 auto-debit payment is returned.
- 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 May-June 2017.
- Concert costs include a \$75 concert fee (\$90 for Performing Company Dancers) due on or before October 7, 2017. Costume fees will be billed in late September and are due December 9, 2018. A costume installment plan is offered October through December. A 2017-2018 Concert Student Handbook will be available early September.
- Costumes are placed on order in December. Costume balances that are not cleared **will not** be included in the December order. Any costume placed on order after the December deadline will be assessed a \$20 late order fee per costume. These late orders will not be guaranteed for formal pictures.
- In order for your child to participate in the 2018 concert, all accounts must be cleared on or before May 5, 2018. This includes tuition, late fees, costume fees, concert fees, and any other accrued fees.
- Dress rehearsal attendance 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](http://amandasdance.com) before purchasing attire and shoes.
- Jewelry that is worn to class will be taken up.
- 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 15, 2017 in order for the 2017-2018 year to be counted towards their award year. Enrollment after September 15, 2017 resets your dancer's dance year total back to zero. 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 minimum enrollment.
- Dancers and their parents give permission to ADX to use their photographs and/or videos in connection with advertising, marketing and on the website at [amandasdance.com](http://amandasdance.com).
- 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 and text messaging.** Please provide the front office with an accurate e-mail address at the time of registration. **We are not responsible for missed information due to lack of a valid email address.**
- 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 by behaving in a polite and responsible manner at all times.
- Cell phone use and texting is not allowed in dance class.