

STEPS 'N MOTION DANCE STUDIO POLICIES

Registration Fee

A yearly **non-refundable** registration fee of \$48 per student or \$65 per family with two or more dancers is due at the time of registration. A student is not considered registered for class until this fee has been paid.

Permanent Registration Details

Parents are responsible for completing all registration information by either completing an online registration form or by filling out a registration card at either studio. Parents are also responsible for keeping this information current throughout the dance year.

Tuition Payments

All tuition is due on the first dance class each month. Accounts not paid by the 10th of each month will reflect the addition of a \$10.00 late fee. Tuition remains the same regardless of how many classes a student misses. Tuition will only be prorated for new students enrolling in classes after the registration period.

Payment Methods

We currently accept exact cash, personal check, or credit card (Visa, MasterCard, Discover, American Express) at either studio. We also accept credit cards (Visa, MasterCard, Discover, American Express) through the Steps 'N Motion Customer Portal. Please note, BillPay payments made via your bank are considered a personal check. Parents who choose to make payment using BillPay should make certain that payment is received at the studio by their dancer's first dance day each month. BillPay payments received after the 10th of the month are subject to the same \$10.00 late fee as personal checks.

Automatic Payments

Families wishing to have Steps 'N Motion charge their credit card automatically for tuition and other charges on their due dates must maintain valid credit card details on their account using the Steps Customer Portal and must also complete and sign an Automatic Draft Credit Card Release Form.

Refund Policies

- If paying tuition monthly, you are responsible for tuition in full each month. You may not deduct for classes missed due to illness, vacation, holidays, etc. Exceptions will be made on an individual basis if a student has a medical condition that restricts physical activity. A doctor's note must be submitted before a credit can be issued. Credits can be used for future classes at Steps 'N Motion.
- Students who drop after classes begin must provide written notice two weeks prior to dropping class. Tuition charges are based on the date of written notice, not the last class attended.
- Younger beginner dancers who enroll and then decide to drop class may have unused tuition credited to their account for future classes at Steps. Credits may not be transferred from one student to another.

Returned (NSF) Fee

A \$35 service charge will be applied to your account when any payment is returned for any reason.

Statements

Statements are sent via email only. A valid email address must be kept on file if you wish to receive a monthly statement.

Revue Opt-Out

Students who wish to opt-out of our annual revue must let the studio know ***in writing*** by November 1st. **Without written notice, students will be assessed both costume and revue fees.**

Costume Fees

Costume fees differ according to the discipline and number of dances. It is necessary to order costumes in December to ensure that we have them in time to make adjustments before the revue. Costume fees are **non-refundable** and **non-transferrable**. If your costume fees are not paid, your costume will not be ordered.

Revue Fee

Each child will be assessed a revue fee of \$75 (\$135 for a family). Revue fee deposit of \$38.00 (\$75.00 for family) is due in November. The balance of \$37.00 (\$60.00 for family) is due in March. The revue fee will cover auditorium rental, sets, lighting, music, etc. for our annual show. We do not charge admission for this show. **This fee is non-refundable and non-transferrable.**

Make up Classes/Missed Classes

If a student misses a class, it may be made up within one month of the date missed. Make up classes are discontinued after instructors begin teaching dance revue routines. If a student misses more than 4 classes after an instructor begins teaching a dance revue routine, they will not be allowed to participate in the annual revue. After revue choreography begins, students must schedule a private make-up lesson with their instructor for any missed classes. If a student fails to attend private make-up lessons, they will not be allowed to dance in our annual revue and will forfeit all related fees.

Dress Code

Specific dance attire is required for each class. Students who do not follow the dress attire requirements will not be allowed to participate in class.

I have read the Steps 'N Motion policies and conditions listed above and by my signature below indicate my understanding and acceptance of these policies.

PRINT NAME (Parent/Guardian)

Signature

Today's Date