

STUDIO POLICIES

HOW TO ENROLL

- Fill out enrollment form. Attach proper payment. Mail or drop off at Nicole's School of Dance
- *A child is enrolled in class when the registration fee, first and last month tuition is paid and enrollment form is completed. There are no exceptions.
 - *TUITION IS NON-REFUNDABLE or credited, sorry no exceptions
 - *If a class is closed or canceled, you will be notified approximately one week prior to the first day of class.
 - *Class maximum is 12; 2 year old Intro to Dance class maximum is 8.
 - *Payment must be paid for a student to be enrolled in class.
 - *I will close classes when they are full, so register early for best times.
 - *I want to keep you informed. **Please check the lobby and your dancer's bag for important notes and other information.** I am happy to answer any questions you may have.

TUITION

- *Tuition is due the 1st of every month. Only overdue payments will receive a mailed statement. A \$15 late fee is added to tuition that is paid after the 15th of the month. NO EXCEPTIONS
- *Tuition rates are for the full season (September to May, including studio holidays), not by class or month.
- *Tuition must be current for your dancer to receive their recital costume and to perform in the spring recital.
- *Withdrawal from class must be made in writing, or tuition will still be due. There is a two month minimum for all classes.
- *Tuition discounts (15%) are for students residing in the same household.
- *NSF on checks will incur a \$25 NSF fee which will be charged to your account.
- *Refunds are only issued when Nicole's School of Dance cancels a class.

CLASS TRANSFER/CHANGE

Changing class is allowed within the first month of class. Changes will not be allowed after this time.

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1st. If you miss more than two of the final 8 classes before the recital you may be dismissed from participating in the recital routine at the discretion of the teacher.

PARENT OBERVATION

Parent observation is the first week of November and March. These days we invite parents and family into the studio to watch class. There is an observation window for parents to observe class throughout the rest of the year.

INCLEMENT WEATHER POLICY

If La Crescent Schools are canceled due to inclement weather, Nicole's School of Dance will also be closed. A message will be left on the studio answering machine after 1:30pm regarding status of classes. Any canceled classes may be made up on your own time from our class schedule.

COSTUMES AND RECITAL

All classes have a costume unless otherwise noted. Combination classes will only need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, ect.). Costume payments are due as follows 1/2 Oct. 1st and 1/2 Nov. 1st. You can pay for the costume in full if you desire. Costume payments are not refundable after November 15th. Costumes will not be ordered unless payment is received in full. Additional fees will be charged for costumes ordered late. Costumes will be distributed when all outstanding balances for the season (including tuition and late fees) are paid in full. The dancers will be measured the first week of November. A parent's signature is required for all costume orders. Tights are not included in this fee. Tights will be ordered though the studio due to color and style variation. There is also an expense of recital tickets. Tickets are approximately \$10 per person. The 2011 spring recital will take place Saturday, May 21st. The required rehearsal will take place Friday, May 20th.

Costumes

Class and # of Costumes	Costume Fee	Payment Schedule
*All technique classes have 1 costume	\$60	\$30 – October 1 st \$30 – November 1 st
*Mini, Jr, Starlettes – 2 Costumes	\$100 each & Ballet Costume \$60 (Total \$260)	\$130 – October 1 st \$130 – November 1 st
2 Year Old Class	No Costume	-

*Tights are not included in this fee. Tight payment will be due November 1st with the costumes 2nd payment. Tights are approximately \$10 per pair.

Signing this policy page informs us that you have read, understand and agree to abide by these policies.

Parent Signature

Date