

Academy Policies

IF UNDER 18, THE REGISTRATION MUST BE SIGNED BY A PARENT/GUARDIAN.

1. Registration and Tuition Policies

A. **Dance By The Session** - Instruction in dance at the Academy is progressive and cumulative over six 6-week sessions. Students are generally expected to continue their classes all year. The first session payment is due in full at the time of registration. Payment for subsequent sessions is due by the last day of the current session. **A 5% late charge will be added to your account if payment is not received for the next session by the last class of the current session.** Parents must contact the Academy office if their student will not be continuing for the next session. Regular billing statements are not mailed. See page 3 for Session dates. You may arrange with the office to have tuition payments automatically billed to a credit or debit card.

B. **Music By The Session** - Tuition is payable at the time of registration. **A 5% late charge will be added to any balance remaining after the second week of each Session.** Statements are mailed for each new Session. You may arrange with the office to have your payment automatically billed to your credit card.

C. **By The Year** - a ten-month contract for the **Preschool Department only**. **Monthly payment is due by the first of each month. MONTHLY PAYMENTS NOT RECEIVED BY THE FIFTH OF THE MONTH WILL AUTOMATICALLY HAVE A 5% SERVICE CHARGE ADDED.** No monthly statements will be mailed. You may arrange with the office to have your payment automatically billed to your credit card.

2. Missed Classes

NO CREDIT OR REFUND WILL BE GIVEN FOR MISSED CLASSES IN DANCE OR PRESCHOOL. There are no make-ups for Preschool A.R.T.S. classes. *During Covid Phase 4 missed Dance classes will need to be made up by taking zoom class, no in-person makeups.*

Music Department Credits – Other credits are issued at the teacher’s discretion. See your music student contract for details.

3. Canceled Classes

The Academy reserves the right to cancel classes for low enrollment and will issue refunds in this case only.

4. NO OTHER REFUNDS WILL BE GIVEN. Once you have registered for a class/program, no refunds will be issued for any reason. If classes must be cancelled for inclement weather or other emergency, students are encouraged to take a make-up class (zoom class during Covid Phase 4) . NO REFUNDS IF WE CONVERT TO FULL ZOOM.

5. Class Observation - During Covid Phase 4 there will be no parent observations. Parents of registered students can observe classes with zoom links.

6. Financial Aid

A limited amount of partial work-study financial aid is available for students taking 4 or more classes based on financial need and ability. Applications are available in the office.

7. Registration Fee

There is an annual non-refundable registration fee.

8. Charges

There is a 5% service charge on any unpaid balances carried after the fifth of each month (MONTHLY PAYMENT). A 5% late charge will be added to your bill if you do not pay for the next session by the last class of the current session (SESSION PAYMENT).

If you elect to have monthly or session payments automatically charged to a credit or debit card, it is your responsibility to keep this information current with the Academy office. In the event of declined automatic payments, you will be contacted with a request for updated information. **A 5% late charge will be added to your account if your automatic payment cannot be processed within 3 days of this request.**

9. The Academy admits all applicants without regard to race, sex, color, religion, national origin, marital status, or physical or mental disabilities.

10. NO gum or nuts are ever allowed in the building. The Academy is a NUT FREE, GUM FREE ZONE. NO NUTS or anything made with nut products are allowed in the building.
