



(970)255-8322 – absolutedancegj.com

Studio Policies & Procedures

The following are the policies and procedures currently in place at Absolute Dance & Performing Arts in Grand Junction, CO ("Absolute" or "the studio"). Please be advised that these policies and procedures are subject to change. Any such changes will be communicated to all students before their effective date.

Studio Info/Email Requirement:

The front desk can be reached by phone at (970)255-8322 or by email at office@absolutedancegj.com. Please make sure to set your email account's settings to allow emails from office@absolutedancegj.com. You are required to maintain an email on file with the office. **We will never give your personal information to a third party**, but we do communicate with our students via email. Please keep your email address and other personal information current.

Studio Website and Parent Portal:

Absolute's official website is www.absolutedancegj.com. Check online for event listings and other announcements. From our website, you can access our Parent Portal, where you can register for classes, make payments, sign forms, update your contact information, etc.

Tuition & Other Class Fees:

1. **Registration Fee:** We have an annual registration fee of \$15.00/dancer/year, or \$25/family/year if you have two or more dancers registered (including adult program dancers). The registration fee is billed when you first register and then annually on your anniversary date. The registration fee is non-refundable and non-creditable.
2. **Monthly Tuition:** Tuition is charged monthly, in advance, and is based on the number of class hours taken per week per child, as well as the number of weeks in the month. A family discount of 10% will be provided to all families with two or more registered students (including adult program dancers). Please see our website for current tuition rates. Once paid, tuition is non-refundable, though credits will be provided in certain circumstances.
3. **Recital Costumes:** Dance students choosing to participate in the Spring Recital will be charged a costume fee, usually about \$50-80, for each class. Your child's measurements will be taken in class, and any necessary alterations will be included in the costume fee. A deposit will be charged in the Fall (or upon registration if you join us in the Spring). This deposit is non-refundable once paid, though an account credit may be provided in certain limited circumstances at the Studio's sole discretion. The balance of the costume fee (if any) will be added to accounts in the Spring. Once the costume has been paid for in full, it will be yours to keep, though we will maintain the costumes at the studio for safekeeping until the week before the recital. Please keep in mind that the costume fee will not cover the cost of tights or shoes that may be required (when shoes are required, they will be the same as those used in class).

Payments:

- 1: Students are expected to keep all tuition and other payments current. Payments must be received by Absolute on or before the due date stated on your statements/invoices. Tuition is generally due on the 15th of each month; other fees are due as invoiced.

- 2: Accounts not paid in full by the end of any given month shall be subject to a \$10 late fee.
- 3: Checks returned for non-sufficient funds shall have a \$25 returned check fee assessed. The Client shall remit the amount of the returned check and the fees due within 30 days of the overdraft to avoid an additional \$10 late fee.
4. If a credit card payment is reversed by the student or fails for any other reason, a \$25 fee shall be assessed. If a credit card charge is resubmitted and fails or is reversed a second time, an additional \$10 fee may be assessed.
5. If accounts remain delinquent beyond 60 days, additional fees may be assessed, and collection procedures may be started. Please contact the office if you are experiencing financial difficulties, as alternate payment arrangements may be available.
6. If collection efforts are required, the student (or person acting for the student) shall be held liable for any collection charges and/or legal fees assessed as a result of any such efforts.

Adding a Class:

Students may add classes at any time while registration is open. Classes can be added via our online parent portal or via the front desk. Tuition for the new class will be due at the time of registration for at least the current month, and possibly the next, depending on the date of registration. Costume fees may also be required.

Dropping a Class:

If a student needs to withdraw from a class for any reason, notice of the withdrawal must be provided. Notice should be provided in writing (email) to the Office. The withdrawal will become effective two weeks after notice is provided. If tuition has already been paid for dates past the effective withdrawal date, a tuition credit will be provided. You will not, however, be entitled to any refunds. Once paid, tuition is non-refundable, but credits will be provided in appropriate circumstances, which can be used for future classes and/or in our dance store. *Missing or not showing up for scheduled classes does not constitute notice of withdrawal from lessons.*

Attendance:

Please be on time for class. Regular attendance is essential for success. The Studio cannot be held responsible for a student's failure to attend class, and there will be no refunds given for missed classes. If a student will be absent for any reason, please provide notice of the same to the office in advance whenever possible. If a student fails to attend regularly and misses more than three consecutive classes without advance notice, Absolute retains the right to remove the student from the class.

Class Dress Code:

All students are required to adhere to the dress code for each class. We enforce a dress code at Absolute as part of the process to teach dancers respect for the discipline of dance. Dress code information is available on our website and from our office staff.

Make-Up Class Policy:

Missed classes may be made up in another appropriate class within 30 days after the absence (or the end of the session, whichever comes first). Students may use their make-up credit in any other class for which they are the appropriate age/level. Make-ups will not be permitted within sixty (60) days of the Spring Recital unless the studio advises otherwise. Absolute reserves the right to limit the use of make-ups at other times for any reason, with notice to the Absolute community.

Substitute Teachers:

Absolute reserves the right to provide a qualified substitute teacher if the regular teacher is ill or otherwise unable to teach. Tuition credits/refunds will not be provided in the event of a substitute. If an appropriate substitute teacher is not available, Absolute may, at its sole discretion, cancel a class and issue credits to the registered students.

Can I Bring a Friend with Me to Class?

We love to have friends attend class! Friends may receive 1 free trial class when attending with a registered student during our regular school year sessions. Any such friends are required to register with the office and submit the necessary liability waiver in advance. Please have your friend's parent call the Studio to schedule your friend's first class. We also require a parent or guardian to accompany any minor(s) age 15 or under who are not registered students.

Minimum Class Enrollment:

There is a minimum enrollment for each class; the minimum varies from class to class. If the minimum enrollment for a class is not met, the class may be dropped, and students may be moved into another class of an appropriate level. Notice will be provided in advance in the event of any class cancellations.

Additional Performances:

Absolute provides multiple performance opportunities per year, in addition to the annual recital. Performing is not mandatory, but it is a fun, challenging part of dancing, and students are strongly encouraged to participate. Some performances, other than recitals, may require an audition. Performances other than recital may also have associated Performance Fees, which will cover rehearsal time and costumes.

Parental Supervision:

Parents/guardians of registered students are not required to stay at the studio during class, but if they elect to do so, shall be responsible for and expected to supervise all siblings and other guests accompanying them at the studio. If parents do not stay during class, then please ensure that you are on time when picking up your children after class and that they are instructed to stay inside the studio until you arrive. It is also the responsibility of each student to pick up after themselves. Please do not leave any trash on the floor. It is everyone's responsibility to help keep the studio clean, inside and out.

Photo/Video Release:

Absolute shall have permission to take photographs/video of the students during classes and performances to use in print and media advertising, posters, and other promotional materials. All students are required to have a photo/video release on file before they can participate in any classes or workshops. The photo/video release is usually completed online as part of the registration process.

Release from Liability:

Absolute will not be held responsible for injuries on the premises incurred by dancers, parents, siblings, or anyone accompanying dancers or parents. All students are required to have a liability release on file before they can participate in any classes or workshops. The liability waiver is usually completed online as part of the registration process.