



RC Dance Center Policy

Registration: All students must register before taking class at the RC Dance Center. Registration is complete upon the return of a signed Student Contract and payment of tuition and registration fee in full. Register early to avoid being closed out. New students at the RC Dance Center are encouraged to take a trial or placement class before finalizing registration. Class placement is determined by the artistic director and the decision is final. The RC Dance Center does not offer instruction on a by-the-class or by-the-week basis except to visitors from outside the areas. Classes with less than the minimum number of 3 students are subject to cancellation.

Tuition: Tuition is due in advance on the 1st day of each month for the following month of classes. There are 4.3 weeks on average per month, per year. Some months will have 4 to 5 classes based on a single class registration. Tuition will be the same monthly price per class registered throughout the year 2017-2018, until further notice is given.

Tuition Fees: The non-refundable registration fee is \$59.00 per student/family. This is an annual fee paid upon registration and due in annually in Sept. The tuition for a full session is required and must be paid before the first class of each month. Payment may be made in cash, check or credit card. There is a \$25 penalty fee for returned checks. All tuition fees paid or outstanding are non-refundable in the event of absence, withdrawal or dismissal of student from the school, unless written notification has been accepted by the 10th of the of the prior month. The RC Dance Center requires a 2 weeks prior notification for dropping a class. Without notification the student will be billed full tuition and/or no refund/credit of tuition will be given. If a student withdraws from the class due to illness or injury, they are eligible for a pro-rated refund or standing credit until they return to class. Tuition is paid in monthly installments. Tuition is due on the 1st day of each month. A \$15 late fee is applied to unpaid balances on the 11th day following the first day of that period, and \$15 incrementally every 30 days thereafter if the tuition remains unpaid. No bills or statements are sent, but reminders are emailed on unpaid accounts. Extended non-payment of fees will result in termination of the student's participation and back tuition will be pursued. Students may pay the year's tuition upon registration if they wish. Enrollee understands that she/he is committing to an enrollment period and payment for that enrollment period. We do not credit or provide refunds for missed classes for auto-pay classes, parents are held responsible for students makeups and notifying office of any changes. Gift certificates are available for any of our classes.

***Auto-Pay Tuition:** The **best rates** for classes are given to those who provide us authorization to either debit their checking accounts or charge their credit/debit cards monthly. We would prefer that our families choose the Auto-Pay Option, you will always receive the best tuition rate and will never lose your place in a class. The Auto-Pay option saves us time and we are able to pass the savings onto our families. Payment will be debited from the account on the 1st of the month. (If payment falls on Saturday, Sunday or a holiday, payment will be made the next processing day). There is no fee for this service, however, if your credit card is declined and payment is not made within 10 days in cash you will be charged an additional \$15 fee for each additional day the payment has not been received. If credit card has been compromised we will accept an addt card payment made manually in office by the 10th of the month. If your credit card is declined concurrently within a 3 month period auto-pay option for your family will be suspended and all payments will need to be paid in office via cash, check or credit card. If you wish to cancel auto-pay, you may notify The RC Dance Center by email rcdanceschool.com or in writing to: The RC Dance Center, 3111 Winona Ave. Burbank, Ca 91504. We must receive written notice of termination of classes to be removed from our Auto-Pay for the following month, **by the 10th of the prior month**. If we do not receive enough advance notice, your placement in class will be held and secured until notice is received and no refund for missed classes will be provided or extended. If notification is received late (past the 10th of the month period) a \$15 fee will be assessed to the account automatically and processed. We do not credit or provide refunds for missed classes for auto-pay classes, parents are held responsible for students make-ups and notifying office of any changes.

Withdrawal/Changes: Withdrawals and other changes in registration must be submitted in writing to the RC Dance Center administrative staff. Phone messages are not sufficient and instructors are not authorized to validate changes in enrollment or fees. Written notice of withdrawal from a class must be received by the office by the 10th of the prior month for Auto Pay Students or 2 weeks in advance of anticipated withdrawal for all other students. A credit/refund will be issued if cancellation occurs before the second class meeting. The family registration fee is not refundable.

Attendance Policy: Regular attendance is highly recommended. Students should arrive to class on time, 10 to 15 minutes prior to class is best. Students should attend each class for maximum benefit and progress. Absence due to illness must be reported by phone or email to the studio, prior to class time in order to qualify for make-up classes. Students are encouraged to make up absences by attending another class of an appropriate level. Students must be currently registered and in good standing in order to take a make-up class.

Make Up Policy: All make-up classes must be done within the month in which the absence occurs, unless otherwise approved. No refunds or credit will be given for missed classes. These make-up classes must be at a level of equal or lower level to the class in which they missed. Lower level classes are always a benefit to a student as they provide extra base of the technique knowledge as foundation to the style in which the student is learning. As a courtesy to our teachers, students and staff we ask that whenever possible please give advance notice of taking a make-up class. We will try to keep class size at a maximum with the exception of the occasional addition of students making up missed classes.

Attendance Individual Classes: Out of respect and courtesy to teachers and staff, we require 48 hours notice of cancellation for all private classes. Last minute cancellations and no-shows **will charged**. No refunds or make-ups will be allowed. After 2 no-shows your permanent placement will be forfeited and given to the next person on waiting list.

Class Size: There is a three student minimum for a class to be held. Each class has a limit and will be closed to registration once filled. We reserve the right to cancel any class without the required three student minimum.

Injuries: RC Dance Center is not responsible for injuries sustained during class, rehearsals and performances. We do have First Aid Kits available in case, including ice packs and bandaids if necessary. All students must sign a Release and Indemnification form with the start of each new session registration. If an injury occurs and a student is not able to continue monthly attendance, prorated fees will be applied/credited until student resumes regular attendance. Office must be notified if this occurs without notification no credit will be applied.

Class Placement: Placement for students is determined by department head teachers. Conferences with teachers and/or staff can be arranged at any time for those who have questions or concerns regarding classes and placement.

The RC Dance Center and The Red Chair School of Performing Arts, Inc. does not discriminate in enrollment on the basis of race, religion, sex, national origin, or sexual orientation.