

**VH DANCE CENTER POLICIES  
2018 - 2019**

- The studio operates on a 36-week school year, August through May. Tuition for the school year is due every 4 weeks and is paid in 9 installments, August through April. (See 'Registration & Tuition' page) Tuition is calculated based on the number of hours of class per week for the school year. Tuition is the same every 4 weeks regardless of the student's attendance or if the studio is closed for a holiday. Some months will have more/ fewer classes, but tuition charges remain the same. All accounts are encouraged to have a valid credit card on file for automated payments. (see 'Registration & Tuition' page for policy details) Tuition for students not enrolling in the full required curriculum is calculated at \$15/hour, and is also paid in 9 installments. Tuition for students who come on a 'drop in' or 'pay as you come' basis is calculated at \$16/hour, and must be paid on the day of each class. No refunds or deductions are given if a student misses a class, except with a doctor's note for serious illness or injury.
- Register anytime. You can start mid-term and your cost will be pro-rated based on when you start within the term.
- **All parents/guardians and dancers over 18 years old are required to sign the registration, tuition, policy, and liability waiver forms at the office the first day of class for the term. You will not be allowed to enter any classes without these signatures**
- **Absolutely no credit/refund for missed classes except with a doctor's note for serious illness or injury. ALL tuition paid is non-refundable and non-transferrable.**
- VH Dance Center reserves the right to cancel any class due to insufficient attendance.
- Classes with less than 3 students may be canceled or combined with another class.
- Classes may be canceled due to extreme weather conditions. An email notification will be sent to all students if the studio will be closed.
- If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be made up. No refunds will be given for lessons missed due to these reasons.
- A non-refundable registration fee of \$25 per student is required yearly at the time of registration. (Limit \$50 per family)
- NSF PAYMENTS—\$25 fee will be charged for returned checks.
- Instructors are subject to change. No credits or refunds will be issued in this case.
- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up. No refunds will be given for lessons missed due to these reasons.
- **Please notify the school prior to any absence**
- **Missed classes must be made up in the same level, or lower level class. Classes may only be made up in a higher level with instructor permission.**
- **Make up classes must be scheduled ahead of time with the office.**
- **Classes missed must be made up within the same school year (except classes missed in the last week of the term, which may be made up in the next term)**

Parent/Guardian initials (or student if 18+)

\_\_\_\_\_ Date \_\_\_\_\_

**VH DANCE CENTER POLICIES  
2018 - 2019**

**PARENT'S RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS**

- **It is the responsibility of the parent or adult student to be aware of all dance center activities**, such as class schedules, rehearsal and performance dates, and dates the school is open or closed.
- Please note that studio information is often shared through email. Please consider providing your email address and setting up your account to accept email from vhcfb1@gmail.com
- The school will post all such notices on the bulletin board as well as emailing notices.
- It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, email or telephone number change.

**MEDICAL EMERGENCIES**

- I fully understand that VH Dance Center's instructors, agents and employees are not physicians or medical practitioners of any kind. With the above in mind, I/we hereby release and grant permission to the VH Dance Center Staff to render temporary first aid to my/our child in the event of any injury or illness, and if deemed necessary by the VH Dance Center Staff to call a doctor to seek medical help, including transportation by VH Dance Center Staff member, whether paid or volunteer, to any health care facility or hospital, or the calling of an ambulance for said child should the VH Dance Center Staff deem this to be necessary.

**I (we) have read, understand, and agree with VH Dance Center's studio policies for the 2018-19 dance year.**

**Parent/Guardian Signature (or Student if 18+)**

\_\_\_\_\_ Date \_\_\_\_\_