

Registration & Tuition Policies: *(For most locations)*

A student is considered enrolled, and parents are responsible for tuition, until the Dance Associates Austin, Inc. office is notified directly by phone or mail that the student is discontinuing classes. Tuition payments should be made in the form of personal check, money order, or cashier's check, and mailed directly to : **Dance Associates Austin, Inc. PO Box 302020, Austin, Texas 78703.** Dance Associates cannot accept cash payments. Monthly Tuition payments are due by the 10th of each month. A \$5 Late Fee is charged if the amount due is not paid in full by the 15th of the month. Session Dates are arranged so that all classes meet the same number of weeks, taking into consideration the classes missed due to holidays. Classes will meet each week except on the holidays specifically listed on the "Tuition, Holiday, & Events Calendar". Tuition is based on an average of 4 classes per month, regardless of the number of classes attended. (Tuition will be pro-rated for those students who enroll mid-month.) No credits, refunds, or adjustments in tuition will be made for absences or vacations; however, students may make up an absence by attending another class for the same age group. Refer to "Attendance" for details. For the Summer Session only, we will pro-rate tuition for summer vacations. A non-refundable Annual Registration Fee of \$10.00 is due for each student. This annual fee is due one year from the date it was last paid. If a student discontinues classes, the registration fee is due upon re-enrollment. Refunds for overpayment of tuition will not be given unless Dance Associates Austin, Inc. cancels a program. In all other cases, any overpayment of tuition will result in a credit being given for future classes. Annual Registration Fees are non-refundable unless Dance Associates Austin, Inc. cancels a program and the student has not taken a class. Notices will be sent out when payments are 30 days overdue. If payment is not received within two weeks, the student(s) will be withdrawn from classes. A \$15 Returned Check Fee will be charged for each check the bank returns to us unpaid.

Students must be registered in advance. Contact our office to be sure that there are openings in the class, prior to attending a class.

Severe Weather Policy: Listen to KLBJ AM Radio (AM 590) at the top of the hour for the latest news updates on current road conditions 1 hour before class time. If road conditions are hazardous 1 hour before class time, classes will not meet. No make-ups will be given for severe weather since it is beyond our control.

Regular attendance: is encouraged so each student will benefit fully from the classes. If a student must miss a class, the student may make up the absence by attending another class for the same age group. Because many of our classes are at maximum enrollment, parents must make a reservation with the office one business day in advance of the make-up. Reservations are necessary to ensure class sizes are not too large. There may be times when a large portion of a class is absent and class times will be shortened according to the following policy. For 45-minute classes, if only one student is present, class will meet for 25 minutes, and if two students are present, class will meet for 35 minutes. For one-hour classes, if one student is present, class will meet for 30 minutes, and if two students are present, class will meet for 45 minutes.

Class Attire: Dance Associates Austin, Inc. recommends comfortable clothing. This can be a T-shirt and shorts in warm weather, or sweat pants and long sleeved shirt in colder weather. Students should be barefooted while participating in class. If students wear tights, ballet shoes must be worn to prevent slipping. Students should not wear dresses or skirts in classes as these prevent students from having a clear line of sight if they are upside down. Jeans should not be worn, as they prevent students from moving freely.

Visitation Policy: Parents are welcome to observe classes; however, in order to increase the students' interaction with, and confidence in the instructor, we ask that visitations be kept to a minimum. We have found that students have a difficult time paying attention to the instructor when parents are observing.

Dance Associates recommends that students participate year round in the program to continue strength, coordination, and flexibility development for maximum progression from year to year.