

DANA'S DANCE ACADEMY

Please read the following information initial each line and sign and date in the space provided.

1. In an effort to better assess your needs and to keep our classes consistent please give us two weeks' notice, in writing, if you decide not to return to the academy.
2. In the event of an absence please call the office to let us know that you will be missing that day. Make up classes are available.
3. If a class does not meet its minimum enrollment, the students will be reassigned to another class or the tuition will possibly go up \$5.00 per month until the minimum class enrollment is reached.

DATES AND GENERAL INFO TO REMEMBER

_____ Dance classes run from the end of August through June. Tuition is based on a set number of classes for the dance academy calendar year. Tuition is nonrefundable and payable in advance, due on the FIRST of each calendar month, for your convenience. (August is 1/2 month tuition). Due to the growing number of delinquent accounts, there is a \$10.00 late fee after the 10th and a \$15.00 late fee after the 15th. Unfortunately, the late fee must be enforced due to the late fees DDA incurs due to the delinquent accounts.

_____ DDA follows the IISD winter and spring holiday closure dates as well as Memorial and Labor Day. These holiday dates are included in the dance academy calendar year.

_____ Costumes are to be paid in October. Installments will be billed starting in September. DDA will not be financially accountable for individual alteration costs. DUE TO PRIOR COSTUME ISSUES, WE CAN NOT ORDER COSTUMES PAST THIS DUE DATE, if you are currently enrolled in an ongoing class.

_____ A performance fee of \$75.00 to cover theater costs is due March 1. Installments will be billed starting in January.

_____ The Annual Spring Performance is in June. All balances and miscellaneous charges must be paid in full with May's tuition (this includes June tuition) to receive your costume(s) and perform in the Spring Performance.

_____ DDA newsletters are given to students every two months. Please read for reminders and current/updated info. (The newsletters sometimes end up in the bottom of the dance bag)

_____ DDA performs at several locations during the year. If you choose to perform, there is a \$5.00 charge per rehearsal hour and a possible minimum charge of \$10.00 for costume rental. These fees are to be paid in full prior to the first rehearsal.

_____ Student must be pick up immediately following their class and dropped off no more than 5 minutes before class begins. If you are running late please contact the office, late pickup will be in the office awaiting their parents. If a student is not picked up 10 minutes after the end of their class a \$1 a minute fee must be paid directly to the staff person watching your child.

Thank you for choosing Dana

Parent/Guardian signature: _____

Date: _____

Please check the following as to how you heard about us:

Irving Parent Magazine _____ Internet _____ Facebook _____ Driving by _____ Other (explain) _____