

Experimental Movement Concepts, LLC Policies

Payment Policies

Our preferred method of receiving payments is AutoPay, using your bank account or credit card. We also accept cash, credit cards, money orders and checks.

Tuition is divided into 11 equal monthly installments. Payments are due upon registration (Deposit), on the first of September, October, November, December, January, February, March, April, May and June. Tuition is the same each month regardless of student absences, snow days, holidays or studio cancellations.

If the monthly payment is not received by the 8th of the month, the customer will be charged a \$25 late fee. We will not waive the late fee unless the customer agrees to sign up for AutoPay for the remaining months of the year. Please consider using our safe and secure AutoPay System and avoid the late fee altogether.

All performing dance students are required to purchase a costume(s) for their Spring Performance. Some costumes will be purchased directly from Costume Manager.com by the PARENT. Some costumes will be rented from EMC's costume inventory. The Costume Rental Fee will be included in the Performance Fee and will be spread out into the monthly payment.

All students must pay a Registration Fee once yearly per family, due upon registration. New students pay \$30, returning students pay \$25. As a courtesy, we pro-rate the Registration Fee for students who begin in the summer (\$15).

A Returned Check Fee of \$30.00 will be charged for insufficient funds. When this happens more than once, the customer is asked to pay by AutoPay, money order, cash or credit card in the future.

A Processing Fee of \$10.00 **will be applied** to any student who wishes to change their class schedule unless it is under the advisement of an instructor.

A Family Discount of 5% will be applied to the 2nd and 3rd student with the lowest yearly tuition. Family discounts do not apply to Private Music Lessons, Drop-Ins or Summer Session.

Registration Fees, Tap Shoe Rental, Tuition, Performance Fees, Costumes and Tickets are non-refundable. The only time EMC will ever issue a refund check is if we cancel a class (not a lesson) that you already paid for.

Instructors are contracted and paid by EMC based on your registration, NOT on your attendance. Therefore, non-attendance does not constitute withdrawal. We require 60 days written notice if you/your child wishes to withdraw from our program. You will be billed for 60 days beyond receipt of said notification, while we attempt to fill your spot in the class.

Registration Policies

Students must complete and return a Registration Form and Release Form (Gymnasts) with the signature of the parent/legal guardian if the student is under 18 years of age. In order for your registration to be processed, please be sure to include your Registration Fee and Deposit with your registration materials.

Dance Class packages may not be split up or altered without instructors approval. Dancers who break up the package with Instructor approval are not permitted to perform.

Communication

Our primary methods of communication are email, our web-site and Facebook. Please be sure we have your current email address, and visit our website and Facebook page regularly. We also print and post all emails in the Parent's Lounge. It is the parent's responsibility to read the information posted at the studio. We do not hand out paper reminders, and our teaching staff does not make announcements. Please feel free to ask the desk staff if you have any questions. Emailing the Director at Rsnyder@danceEMC.com will get you a quick response.

Drop-In Policies

Students who are unable to commit to attending class on a regular basis or those who wish to "try out" a class may do so on a drop-in basis. Drop-in rates are slightly higher than the rates for those who commit. Drop-in fees must be paid immediately after the lesson. Drop-in students must complete a Registration Form before they will be allowed to attend class. One-time drop-ins need not pay the Registration Fee, however a \$30 Registration Fee will be applied to students who drop-in for two or more classes.

Studio Policies

We expect courteous, polite, and respectful conduct of all who participate in our program.

Students are expected to arrive dressed for class and on time. Students who are more than 15 minutes late for class may not be able to participate. Tidiness and neatness are required of all students. Please refer to our dress code for details.

No one may eat, drink, or chew gum in the studios, lounges or cubby room. Please enjoy your food and drink in the Café ONLY.

Street shoes may not be worn in the dance or gymnastics studio.

EMC reserves the right to photograph students and may use photographs on our web-site or in promotional materials.

Parent Observation

Parents may observe class from the Parents' Lounge, via video monitor, or through the Observation Windows. If you wish to sit in on a class at another time, please get permission from the Director.

I, (please print) _____ acknowledge that I have read and understand the policies of Experimental Movement Concepts. I also understand that it is my responsibility to stay informed of any new policies, or changes in policies.

parent/guardian signature

Student(s) Name

Date