



Encore School of the Arts

Policies 2009/2010

TUITION & STATEMENTS: Tuition is broken into 9 equal monthly payments. The tuition amount allows for up to 3 snow days before make-up classes are scheduled or class credit is issued. Statements must be picked-up and paid at the first class of each month. Statements will only be mailed the first month, September, and January when costume charges are applied. Credit cards are accepted in the office. Your monthly tuition stays the same and we encourage you to send your payment in by mail or pay at the office.

LATE FEES: A \$5 late fee will be charged on accounts 8 days past due, these statements will be mailed. If accounts are more than 60 days past due, dancers will not be able to attend class. All accounts and costumes must be paid-in-full for recital participation.

BAD WEATHER POLICY: If Dowagiac Union Schools are closed due to bad weather, Encore School of the Arts will also close. If bad weather develops after school hours, Encore may close. You can check our studio answering machine. We will notify local television stations of our status.

ABSENSE: Though regular attendance is expected, we realize that students may sometimes need to miss. Dancers are invited to make-up classes per their teacher's recommendation. No class credit is issued for missed classes. No classes can be missed for perfect attendance awards to be issued.

DROP-CLASS PROCEDURE: If a dancer chooses to drop a class, a drop-class form must be completed. The dancer will be officially removed from the class roster when this form is signed, dated and on file in the office. Parents are responsible for tuition up until the form is dated and signed by both the parent and Studio Director.

RECITAL COSTUMES: Recital costumes will be ordered in December. Encore School of the Arts assumes that all students on the roster by December 1, 2009 will participate in the May 2010 recital. Parents will be responsible for costume purchase. If there is any conflict between the dancer's schedule and the May recital, please notify the instructor and office as soon as possible. If this conflict is noted before Dec. 1st, 2009 the costume purchase agreement may be waived.

Proper dance attire is required according to teacher discretion.



By signing this form the parent or guardian gives permission to Encore School of the Arts to use the student's picture to promote Encore in a variety of publications including brochures and the Encore website.

If you choose not to grant permission please check this box.

I _____, have read and agree to the policies of Encore School of the Arts.
(please print)

(student name)

(parent/guardian signature)

(date)