

## Policies for Blue Dog Dance 2016 - 2017

**Registration:** A non-refundable fee of \$25 per student is required yearly at time of registration.

**Payment of Fees:** Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account or charged to your credit card on the 1<sup>st</sup> day of each month from September-June. The month of September is non-refundable. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. All charges will appear as being from Blue Dog Dance. If you choose not to do automatic payment, you have the option of paying in full the 10-month academic year and receiving a 10% discount on your tuition (costume not included in discount).

The school will electronically debit any bank account for the amount of any NSF auto-debit transactions plus a \$5 NSF fee.

**Withdrawal and Refunds:** There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone or email. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 14 days of the month to withdraw for the following month. No withdrawals will be accepted after April 1.

To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. Blue Dog Dance reserves the right to terminate lessons to any students without notice. Classes with fewer than 5 students may be canceled, combined, or rescheduled at Blue Dog Dance's discretion. In such a case a refund for unused lessons will be given.

**Weather Cancellations:** For our Briarwood location, we cancel classes if the Issaquah School District cancels school or their after school activities. For our Cascade location, we cancel classes if the Renton School District cancels school or their after school activities. If Blue Dog Dance must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will not be made up. No refunds for lessons missed due to these reasons will be given.

**Substitutions:** The school reserves the right to provide a substitute teacher for the regularly scheduled teacher. If a teacher is ill and the school cannot arrange a substitute, a make-up class will be scheduled.

**Dance Dress Code:** Required and appropriate dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. Dancers are not permitted to wear jewelry. Long hair must be tied back.

**Dance Class Attendance and Lateness:** The school reserves the right to have students who come late to class to sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. Students missing more than 4 classes may be required to schedule and pay for a private lesson to catch up on missed material.

**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 school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. It is the parent's responsibility to regularly check the website [bluedogdance.com](http://bluedogdance.com) to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change. You may logon to your student portal at any time to look up billing, contact and class information.

**Care of Students:** The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

**Injuries:** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.