



Policies 2023-2024

Student Name _____

- **Enrollment/Tuition**
 - Once a student is enrolled, continuation of class(es) is assumed until Recital of 2024.
 - *An email with a response is required to drop or change a class. info@integrityschoolofdance.com
- **Class Placement**
 - Entry level classes are based on age. All other student placement is based on instructor's approval.
 - Level 2-7 students are placed according to their ability. New students will be evaluated before determining their level.
 - Level placement is determined in the best interest of the student and the class. Students may not advance a level due to scheduling conflicts, but they may enroll in a lower level or request private instruction.
- Class minimum is 5 students. Integrity School of Dance reserves the right to cancel or combine any class due to insufficient enrollment. Age requirements are based on birthdays on or after September 1st.
- Levels 3-7 of ballet, pre-pointe & pointe requires 2 ballet classes/week. Pointe requires 2 pointe classes/wk.
- Levels 4-6 Jazz requires 2 ballet/wk. C Jazz 4-7 and Adv. Tween C Jazz requires 2 ballet & 1 jazz/wk.
- Tumbling Level 4-7 requires 1 ballet & 1 jazz or 2 ballets. Level 6+ requires ballet 4 or higher
- Studio will be closed for Labor Day, Halloween, Thanksgiving Break, Winter Break, Spring Break and Memorial Day.
- Studio will be OPEN for all other school holidays, improvement days and institute days.
- If the dance studio closes due to inclement weather we will send an email to all active accounts.
- Make-up classes are available when classes are canceled by Integrity.
- Students are expected to follow the dress code or may not be allowed to participate. No street shoes.
- No gum, food or distracting jewelry allowed in class. Water bottles only, if teacher approved.

Payment and Fees

- Tuition is due at the time of registration and will be due monthly.
- Evaluations must be scheduled and will cost \$15/class.
- Automatic monthly withdrawal is available via credit or debit card
- **All payments via cash/check are due Thursday by 7PM prior to each billing date below.**
- • Tuition is due at the time of registration and will be due monthly.
- • Evaluations must be scheduled and will cost \$15/class.
- • Automatic monthly withdrawal is available via credit or debit card
- • All payments via cash/check are due Thursday by 7PM prior to each billing date below.
- • Automatic monthly payments will process on the following Fridays: 9/22, 10/20, 11/17, 12/15, 1/26, 2/23, 3/22, 4/19, 5/17.
- • Enrollment will automatically discontinue after the recital.
- • A \$10 fee/month will be charged if full payment is late.
- • A \$25 fee will be charged for any returned checks
- • Recital costume deposit (\$45/costume) is due December 2nd, 2023. Balance (\$40/costume) is due February 10th, 2024. If costume fees are not received by due date, it will be automatically processed the following Monday with an additional \$5 processing fee. If student drops a recital class after December 16th, the full balance of each costume will still be due. A \$10 late fee will be applied per month.
- • Class and costume fees are non-refundable
- • A \$45 recital fee/student is due April 6th. If recital fees are not received by due date, it will be automatically processed the following Monday with an additional \$5 processing fee. A \$10 late fee/recital fee will apply if payment is late.
- • NO REFUNDS WILL BE GIVEN.

*** If payment is not received, your credit card on file will be automatically charged the following day or after. Please be sure all credit card information is current. Any discrepancy with a credit card on file will be invoiced a \$10 late fee/month. (i.e. expired cards, cards declined, missing or incorrect numbers)**

***Notification of termination of enrollment must be received via email with a response prior to the last day of the current billing cycle, to avoid continuation of tuition payments.**

YES, I have read and understand the Policies, Payments and Fees for Integrity School of Dance stated above.

Parent/Guardian signature _____ date _____ 20__