

# Melissa Hoffman Dance Center

## School Policies

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### **REGISTRATION/ TUITION/COMMUNICATION**

A non-refundable \$40 registration fee per dancer, or \$55 per family, will be charged to your credit card upon registration for fall. This registration fee will include online access to download the recital video. The first month's tuition is due by August 1st, or at time of registration IF AFTER AUGUST 1ST.

MONTHLY TUITION RATES ARE BASED ON A YEARLY TUITION AMOUNT THEN DIVIDED INTO 10 EQUAL PAYMENTS FOR YOUR CONVENIENCE. THE MONTHLY TUITION REMAINS THE SAME, REGARDLESS OF NUMBER OF CLASSES IN THE MONTH.

A credit card number MUST be on file for every account. If you would like your tuition payment to be automatically charged to your card the first of the month, be sure to check the "recurring payment" box where you enter your credit card number. If you would like ALL CHARGES (ie: costume deposit, costume balances...) PAID AUTOMATICALLY to your credit card, please email Michele in the office at [mhdcdance@comcast.net](mailto:mhdcdance@comcast.net). If tuition is not paid by the 15th of the month, it will automatically be run on the credit card on file. A LATE FEE OF \$15 WILL BE ADDED TO ACCOUNT IF THE CARD ON FILE DOES NOT PROCESS (with the exception of stolen/lost cards...). There will be a fee of \$25 FOR ANY RETURNED CHECKS.

All tuition payments are due on the 1st of the month (August 2018 through May 2019). WE DO NOT ACCEPT WITHDRAWALS FROM CLASS FOR THE MONTH OF JUNE - IT IS EXPECTED THAT THE LAST MONTH'S TUITION WILL BE PAID.

There will be NO REFUNDS for cancellations due to weather, or for classes missed due to illness. Your child is welcome to do a make-up in another class of similar level and type. If more than 2 classes are cancelled due to weather, a make-up class will be scheduled.

We MUST have a CURRENT EMAIL ADDRESS on file at all times in order to ensure that you are receiving all communication and information regarding classes, etc..... If your email address changes at any time during the school year, please be sure to let us know. If you find that you are not receiving newsletters from us about every 6 weeks, please notify us as soon as possible so we can rectify the issue -IMPORTANT INFORMATION TO KEEP YOU UPDATED ON SCHOOL HAPPENINGS ARE INCLUDED IN THESE NEWSLETTERS.

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### **CLASSES/CAMPS**

#### SUMMER CLASSES/CAMPS:

A NON-REFUNDABLE \$25 deposit for classes, and \$50 deposit for camps will be charged to your credit card upon registering - this will be deducted from the total cost of class/camp. The balance of the class/camp is due on the FIRST day of attendance. Summer classes begin the week of July 10th and run for 4 weeks. Camps are ongoing all summer - please see schedule online.

#### FALL CLASSES:

A NON-REFUNDABLE \$40 registration fee per dancer, or \$55 per family, for fall classes is due at time of registration.

#### WITHDRAWAL FROM CLASS:

We understand that dance class may not be for every child. If you would like to withdrawal your child from class, we MUST BE NOTIFIED IN WRITING (email at [mhdcdance@comcast.net](mailto:mhdcdance@comcast.net)). Any unused tuition will be refunded FROM DATE OF NOTIFICATION.

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## **DRESS CODE/RECITAL**

PLEASE REFER TO OUR WEBSITE ([mhdancecenter.com](http://mhdancecenter.com)) FOR COMPLETE DRESS CODE INFORMATION. IT CAN BE FOUND UNDER THE "CLASSES" TAB AND CLICK ON DESIRED CLASS.

Our annual recital takes place in May, however, classes do continue through June. Although it is not mandatory to participate in this exciting event, most children choose to - it is a good opportunity for them to show you what they have learned throughout the year! Costume deposits are due at the beginning of November. This covers the majority of the cost of the costume for most classes - a balance will be due in March. All deposits are NON-REFUNDABLE due to the fact that we must pay for them when ordered, and costume companies will not allow cancellations or returns. Deposits not made by November 25th will be charged to the card on file. Although the recital takes place in May, our classes will continue through June with lots of fun activities including bring a friend week and try a new class week!

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## **MHDC WAIVER**

I (parent) fully understand that neither the Melissa Hoffman Dance Center (MHDC) nor its staff can or will be held responsible for injuries and/or loss of or damage to personal property while said student(s) attends any class or activity held at or away from the dance studio. I also understand that if I do NOT wish for my child(ren) to appear in any videos or pictures produced and/or distributed by MHDC in locations including their website, media advertisements, or any like media, I need to notify MHDC in WRITING.

Signature of Parent/Guardian: \_\_\_\_\_