



## TUITION POLICY

- No Refunds on Tuition - No Exceptions
- Additional weeks may be added at any time during the summer session as long as there is space available.
- Late Payments: All accounts more than 15 days past due will be assessed a \$10 late charge and lose any discount for that period.
- Returned Check Fee: \$35
- Multiple Member Family Discount: Higher tuition student pays the full amount, others from the same family save 15%
- Class Cards are usable at both West University Dance Centre and Houston Academy of Dance

## MAKE UPS

Classes missed due to unavoidable circumstance may be made up. Call the studio for alternate class times. Please make-up missed classes before the end of the summer session since classes do not carry over into the fall session. There is no refund for missed classes and they may not be accumulated and taken in lieu of tuition.

## DROPPING CLASSES

If you wish to drop a class, you are responsible for notifying the studio office in writing. Please do not assume that the teacher will take care of the matter or that we will assume you have dropped. You are responsible for tuition until we receive written notification.

## GENERAL STUDIO RULES

Siblings are not allowed in the dressing room, office area or in the studios and should never be left unattended or allowed to play on the stairs.

No food, drinks or chewing gum are allowed in the studios.

## CLASS ETIQUETTE

Consistency and punctuality complement and enhance the overall learning experience. Tardiness is to be avoided as it disrupts the work and progress of others. Teachers reserve the right to dismiss any student who repeatedly disrupts the class.

## DRESS CODE

The following requirements ARE strictly enforced. We expect both parents and students to make the effort to come to class properly dressed. Students will receive notification from their teachers to be shown to their parents when they fail to come to class properly prepared. After three infractions, teachers may refuse student admittance to class if she/he does not comply. Please cooperate with us; dressing correctly and neatly is important for discipline and the teachers' ability to teach effectively.

### Summer Attire

#### Ballet

Dark solid color leotards, pink tights, pink ballet shoes

#### Jazz and Modern

Dark leotard with bike/ dance shorts or pants, shoes optional

#### Tap

Dance pants and leotard or tight-fitting camisole or t-shirt, tap shoes

#### Hair

All hair must be neat and be secured back and out of the face and eyes: in a bun for Ballet, a ponytail for all other classes.

NO heavy dangling jewelry, sweatpants, T-shirts, shorts, athletic pants etc.

## SAFETY

***For safety, dancers should wear street clothes to and from the studio.***

The well-being of our students is of the utmost concern to us all. Please escort young dancers to and from the studio. Dancers waiting for a ride are asked to remain inside the studio. Please have rides arrive on time.

Purses, jewelry and other valuables should not be left unattended in the dressing room or lobby. HAD will not be responsible for loss or theft of personal items.

There is inherent risk in any physical activity; HAD employees their heirs and assigns are not responsible for injuries incurred in the studio.