

2023-2024 Studio Policies (Fall/Spring Session)



2023-2024 Scheduled Closings	
Labor Day	September 4, 2023
Thanksgiving Break	November 20-25, 2023
Winter Break	December 18, 2023 - January 5, 2024
Spring Break	March 11-16, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024

Amanda's Dance Express LLC offers an auto-debit payment plan. ADX also accepts cash, personal checks, debit cards, Visa, Discover, and Master Card. Payments can be made through our secure website www.amandasdance.com. If paying by personal check, please make it payable to Amanda's Dance Express LLC. Please label your payment with your dancer's name. **No refunds.**

ADX reserves the right to terminate enrollment without refund for violating the policies herein.

Tuition & Fee Policies

- We collect a registration fee (new and returning students) with the first and last month's tuition at the time of enrollment. **A registration fee is not due if your dancer is continuing from the 2023 summer session.**
- Tuition is payable in advance of each calendar month. Tuition is due the last class of the month for the following month. **After the 3rd, a \$25 late fee will be charged to outstanding accounts.** Tuition is to be paid in full during holiday months. Tuition rates are calculated based on 34 weeks of instruction during our school year session. We collect tuition in ten monthly installments from September 2023-June 2024.
- If at any time a past due account is not cleared by the 3rd of the new month, a monthly, recurring late fee of \$25 will be assessed until your account is cleared.
- A NSF fee of \$40 will be added to checks returned to us that have not been paid. Please contact the office to settle your account and pick up your check. To avoid bank charges, we do not redeposit returned checks. A chargeback fee of \$40 will be assessed if your auto-debit payment is returned.
- Your account may be placed into collection status if you fail to pay on time. You will be responsible for all attorney's fees, court costs, agency commissions, and other assessments incurred by ADX to collect your unpaid account balance.

Attendance Policies

- Since the studio's programs are progressive, it is important that students arrive promptly and regularly for the classes in which they are enrolled. Students that do not have regular attendance may be required to attend and pay for private lessons.
- If your dancer is absent from their scheduled class, please notify the office by calling (972) 602-8811 or emailing us at amandasdance@msn.com.

Withdrawal Policies

- You **must** notify our office **thirty days before** the first day of the month by completing a formal withdrawal form. **Failure to complete a withdrawal form thirty days in advance will result in continuing charges and forfeit of your last month's tuition deposit.** Monthly tuition will be billed, and late fees will be assessed until a withdrawal form is received.

Concert Policies

- ADX agrees to provide a place for your dancer to perform in formal concert (recital) scheduled for June 2024.
- Concert costs include a \$130 concert fee (\$140 for Performing Company Dancers) due on or before October 7, 2023. Costume fees are separate and are billed in early September and due December 16, 2023. A costume installment plan is offered October through December. Our 2023-2024 Concert Student Handbook will be available in September.
- Costumes are ordered in December. Costume balances not cleared by the December deadline **will not** be ordered in December. Any costume ordered after the December deadline will be assessed a \$25 late order fee per costume. Late-order costumes will not be guaranteed for formal pictures which happen in early May.
- For your child to participate in the 2024 concert, your account must be cleared on or before May 4, 2024. This includes tuition, late fees, costume fees, concert fees, and other accrued fees.
- Dress rehearsal attendance is mandatory.
- ADX does not give refunds for concert fees or costume fees.**

Dress Policies

- Our dress code was formulated with a sense of purpose to promote attitude and respect for all dance disciplines. **Dancers not in the appropriate attire or without their hair correctly secured may be asked to observe class.** Please review our dress code at amandasdance.com before purchasing class attire. New shoes should be checked for sizing by your teacher before wearing them.
- Jewelry that is worn to class will be taken up.
- Please label all shoes, dance bags, and other related items with your dancer's name and phone number.
- A cover-up is a necessity when entering and exiting the building. Dance shoes are not to be worn outside.

Other Policies

- Should GPISD close due to inclement weather, the studio will also close. Missed classes more than once will be rescheduled.
- Students must be enrolled by September 11, 2023, for the 2023-2024 year to be counted towards their award year. Enrollment after this date resets your dancer's dance year total back to zero. Dance award years are consecutive, not incremental.
- Do not bring candy, food, or drinks other than water into the studio(s) or lobby. Gum chewing is not allowed.**
- ADX reserves the right to cancel or modify any class that does not have a minimum enrollment.
- Parents and their dancers give permission to ADX to use photographs and/or videos in connection with all advertising, marketing, and studio communications, including but not limited to amandasdance.com and ADX social media platforms, Facebook and Instagram.
- ADX reserves the right to limit any child to the skills appropriate to their level and/or experience.
- Vacant dance rooms are not available for play. Non-dancing siblings must always be supervised.
- Dancers must be promptly picked up after class. Dancers should not wait unsupervised outside of the studio. **Once dancers are dropped off, they are not to leave the studio.**
- Most studio communication is done through ADX email and Remind.** The front office must have an accurate email address at all times. **We are not responsible for missed information due to a non-working email address or failure to sign up for Remind notifications.**
- Class viewing from the studio lobby is welcome if students are not distracted. Should the lobby traffic overrun the dancers it is established for, the lobby will be closed, and drop-off and pick-up of all dancers will be enforced.
- Please do not interrupt classes in session or interrupt teachers instructing class.
- Parents and students must always demonstrate courtesy and respect to ADX staff, fellow parents, and students and behave politely and responsibly.
- Cell phones and texting are not allowed in dance class.