

IN MOTION DANCE PROJECT

Basic Policies as of July 2019

(Please see inmotiondanceproject.com for updates & additional information.)

If you register for and take a space in a class, you are committed to, and agree to pay tuition for, that class until either the end of the session or you drop the class by completing a *Class Drop Form*. If you request to be added to the class, you are REGISTERED for the class.

Registration Fees: Each student will be charged a non-refundable annual registration fee that is to be paid with registration form to hold a spot in desired class or classes. Discounts may be given for multiple students in a single family. Registration fees are not prorated.

Tuition: Fees for class must be paid by the 1st of the month. Monthly tuition charges for the School Year Session is based on the total number of weeks August through May- Costume week, picture week and tech week are charged as regular classes. **If your child is participating in the annual revue, you are committing to attend class and pay tuition through May; as well as attend all tech rehearsals and performances the first week of June. Tuition may be paid in advance however; there are no refunds on pre-paid amounts of any kind.**

Because of different school calendars, IMDP does not close for a spring break and no credits will be given for school vacations or holidays. Monthly tuition rates are not affected by holidays or school vacations. No credits are given for missed classes during a month that are not made up.

Tuition fees are posted to your IMDP account on the 20th day of the prior month. Tuition fees are available for payment on the 20th at 5:00pm with tuition due on the 1st of the month. Because we hold a space for your child in a class as of the 1st calendar day of the month, classes not dropped before the 1st calendar day of the month (not the first class meeting of the month) will be charged for the full month tuition. **Tuition bills will not be mailed or emailed to student's homes.** Tuition can be paid by cash, check or credit card. IMDP reserves the right to have dancers sit out of classes, without make ups, if their account has **any** outstanding balances until the account is paid in full. In the event of a force of nature that causes Studio closer, tuition will not be refunded. Missed classes can be made up during within a 30 day period from Studio closer.

Class Drop: Classes may be dropped at any time but classes not dropped before the 1st calendar day of the month (not the first class meeting of the month) will be charged for the full month tuition. **If you want to drop a class, you must complete a *Class Drop Notice*, sign it and return to the front desk during normal business hours before the 1st calendar day of the month. The Class Drop will be effective as of the next calendar month. Non-attendance in a class is NOT considered notice that you want to drop a class. No Class Drop Notices will be taken by phone or by email. *Class Drop Notices for August 2019 must be received by 4:00pm on Friday, August 2, 2019. Class Drop Notices for January 2020 must be received by Saturday, December 21st no later than 2:00pm.***

Auto Debit: I am aware that IMDP requires a credit card on file for tuition payments. I hereby authorize In Motion Dance Project LLC. to process my credit card on file for tuition payment on the 1st of each month starting August 2019 through June 2020. I understand that if for any reason my credit card cannot be processed for tuition on the 1st of the month, my account will be charged a \$10 Late Fee on the 5th of the month. If my account is 2 months overdue, my dancer will not be able to participate in class until account is paid in **FULL**. I also agree to pay all fees associated with collection, including reasonable attorney and collection agency fees for unpaid tuition and fees. **You must separately authorize non-tuition charges (revue fees ,costumes, and other fees). New auto debit forms are required each session (School year and summer). Auto Debit forms are shredded at the end of each session.**

Revue Fees: Costume charges, if the student is participating, costume charges will be due by November 16, 2019. The performance fee (Revue Fee) deadline will be posted IN ADVANCE at the studio, in the monthly email and on the website. **It is the parents/guardians responsibility to keep informed on these and other due dates.** For all students registering for dance after the November 16th costume payment date there will still be an opportunity to participate in the 2020 Revue: Please inquire with the IMDP Office Manager. A convenience fee will be added to all 2020 Revue costumes and fees paid via credit or debit card.

Other Fee Policies: All fees (tuition, registration fees, recital performance fees, costume fees, competition fees, convention fees, processing fees, and tickets) are non-refundable. All outstanding balances must be paid in full before costumes are handed out and before any student can perform in the Revue. All unpaid charges as of the 5th of each month are subject to late charge of \$10. All accounts must be paid in full before registering for the next session. Accounts with a history of non-payment or non-compliance with studio policies may be barred from registration and may be asked to leave the studio or may be asked to prepay tuition.

Make Up Policy: Any missed classes may be made up by attending a class of same level or lower and same age range only within the same calendar month. If the dancer misses classes in the last week of a calendar month, the dancer may make up the class in the following calendar month. **No credits or refunds are given for missed classes.** IMDP is not responsible for tracking missed classes. Students may not make up more than twice in the exact same class. To make up a class, you must get a **Make Up Slip** from the front desk before class. **There are no makeups for classes missed because of holidays.** Make ups cannot be done by siblings or friends. Make up classes cannot be done after the start of Costume Week.

Parents, friends and younger siblings are NOT allowed in classrooms during class; it helps students keep focused without distraction. The studio's large waiting areas accommodate parents & siblings who would like to view their children's classes on live-feed monitors.

No Dancer will be admitted to class if they arrive 10 or more minutes after the class start time. If your child is more than 10 minutes late to class, you will need to do a make up for that class during the same calendar month.

If your child has a behavioral issue or special need, please advise the front desk. If your child has an injury or illness that a physician has suggested he or she be limited from physical activity, you must provide a doctor's note to hold a space in a class without billing **AND** your child must be cleared by the same physician in writing to return to dance. If your child has a cast, crutches, brace etc., your child will not be allowed to participate in dance without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class.

If your child is in a full class and your child has not attended the class for 3 consecutive weeks without a parent request **and** payment to maintain his or her space, your child may be dropped from a class to allow others to participate **without a refund or credit for tuition paid or owed.**

All parents and students are expected to read and comply with all studio policies, procedures, newsletters (available via e-mail and on the website), and revue requirements available on the IMDP website and at the studio. IMDP's website is located at www.inmotiondanceproject.com

Registration Fee – \$25 per student/\$15 for second child/each additional child \$10

Classes are combined for each student – not per family

Fitness Class Rate	\$10 per class
Aerial Classes	\$78/month (15% off for registered Studio & Company dancers)
1 Hour Classes	
1 class per week	\$62/month
2 classes per week	\$100/month
3 classes per week	\$136/month
4 classes per week	\$174/month
5 classes per week	\$207/month
6 or more classes	Contact the IMDP Office

