



STUDIO POLICIES

Please read these policies carefully as many have changed from last year.

REGISTRATION **Register Online at: BrisDancePlace.com**

Registration will be accepted on a rolling basis.

You may register online with your registration fee, and your first month's tuition to: Bri's Dance Place
7891 Broadway, Suite F Merrillville, Indiana 46410. We will send an email of your enrollment.

TUITION FEES & PAYMENTS

*Tuition rates are for the full season (August - July including studio holidays), not by the number of classes in the month. **We consider a month of classes between 3-5 classes.** Tuition fees are paid monthly or annually. When you are enrolling, you are enrolling for the complete season either August to December or January to July, so that we teach our dancers commitment. If you choose to drop classes before the season is up, you will be charged a \$65 early cancellation fee. After the season ends in December, before payment is taken and classes resume in January, a student can unenroll without any penalties.*

After registration, monthly tuition for all other months must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your account (or charged to your credit card) on the 25th day of each month starting in August and ending in July. There is a 4.2% convenience fee on credit and debit payments. To avoid this fee you can pay by cash or check.

If you choose to pay by cash or check, it must be received by the 15th of the month prior. (ie. October must be paid for in cash or check by September 15th).

Accounts not paid on time, starting on the 26th of the month as stated within the above terms, are considered late and subject to a \$35 late fee and an accruing 5% monthly finance charge until paid. If payment is not received within 10 days, a 2nd \$15 late fee is added. Accounts more than 60 days past due may be submitted to collection services.

Recital costumes will be paid by automatic bank account debit or automatic credit card payment on or around March 15 for

Spring Recital and October 1st for Christmas Recital.

DISCOUNTS

Dancers are encouraged to take advantage of our Multi-Class Discounts for maximum progress & value.

Siblings receive a 10% discount on the smaller tuition account. No sibling discounts on Advanced Classes, Performing Groups or Registration Fees.

Please refer to the Tuition page or discuss classes with a studio representative to plan out multiple classes per month for a single student.

Refunds are only issued when Bri's Dance Place cancels a class due to low enrollment.

Account credit will be issued when the student initiates the schedule change. Credit will be applied to any Bri's Dance Place tuition or fees due within one year. If credit is not used within 1 year, it will be forfeited.

NSF PAYMENTS

NSF on auto-debit, or auto-charge payments will incur a \$35 NSF fee which will be paid electronically or at the front desk along with the tuition.

WITHDRAWAL FROM CLASS

When you are enrolling, you are enrolling for the complete season either August to December or January to July, so that we teach our dancers commitment. If you choose to drop classes before the season is up, you will be charged a \$65 early cancellation fee. After the season ends in December, before payment is collected and classes resume in January, a student can unenroll without any penalties. To withdraw a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form. Automatic bank debiting or credit card charges will stop after the one-month notice period.

Bri's Dance Place reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. Bri's Dance Place reserves the right to reschedule or combine classes.

All private lessons canceled with more than 24 hours notice will receive a full refund. No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount.

RESCHEDULING AND SUBSTITUTION

- BDP reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. BDP reserves the right to

reschedule or combine classes.

REFUNDS/CREDIT ON ACCOUNT

- Refunds are only issued when BDP cancels a class due to low enrollment.
- Account credit will be issued when the student initiates the schedule change. Credit will be applied to any BDP tuition or fees due within one year.

PRIVATE LESSON CANCELLATION POLICY

All private lessons canceled with more than 24 hours notice will receive a full refund. Privates have to be paid in full up front. No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount.

LOST AND FOUND AND SECURITY

A lost and found basket is located in the waiting room. Please check the lost and found basket regularly as all lost and found items are donated to Goodwill on the 1st and 15th of each month.

Security cameras are located in public areas for safety and security.

COMMUNICATIONS At BDP we go to great lengths to keep you informed and up to date.

- Monthly E-Newsletter, Email, Facebook and Lobby Communication Center
- "Everything Recital Guide" - Emailed and published on BrisDancePlace.com.
- Conferences - For students on our Performance Team.
- Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until May 1st. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher.

Please report all absences via website link or by calling into the studio. With advance notice, make up classes are permitted within two weeks of the missed class.

PARENT OBSERVATION

We ask that you observe quietly, that cell phones be turned off, and that siblings are monitored and quiet during observations.

Parents can view class inside dance rooms when we have our Parent Observation Day, followed by Parent/Teacher Conferences.

During our Parent Observation Week, you are invited to be our guests in the classroom for the entire lesson. Other observation is at the teacher's discretion.

INCLEMENT WEATHER POLICY

Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin.

In the event of inclement weather, an email/text will be sent and a Facebook post made by 2:00pm if classes are canceled (by 8:00am for morning classes). Any canceled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make up class available, a replacement class will be scheduled.

SPRING COSTUME ORDERS/EXCHANGES

All classes have a costume unless noted on the schedule.

Recital costumes will be paid by automatic bank account debit or automatic credit card payment on March 15 and are not refundable. Costumes will not be ordered unless payment is received in full.

Students are measured for costumes in class. Costumes will be delivered in May-June. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

SPRING RECITAL

Each July, we end our season with our fully-staged, professional Recital. We encourage, but do not require, participation.

Recital dates and mandatory dress rehearsal dates will be published.

Our priority is to prepare your children for the performance experience of a lifetime!

When you register for classes, you are agreeing to abide by these terms and policies.