

## HBP Dance Extreme Policies

**TUITION:** HBP Monthly Tuition is due by the 1st of the month for every month and is considered past due by the 8th; A late fee of \$10 will be added to your account for any past due balances on your account after the 8th

**PAYMENT:** We accept cash, check, or card for your HBP Monthly Tuition payment. Payments may be made at the desk or online. You may also drop off a check via our Tuition Drop Box in studio C. Checks should be made payable to "HBP Dance Extreme" with your child's first and last name in the "memo" section. There is a \$25 fee for all returned checks. We also offer Autopay upon request. A transaction fee of \$3 will be added to all card payments.

### ENROLLMENT &

**CANCELLATION:** HBP students are enrolled on a continuous basis and are dropped from their current class only when notified. We require you to notify our Desk Manager if you no longer wish to attend classes at HBP Dance Extreme. Classes must be dropped by the 25th of the month prior to cancellation in order to not be charged for the upcoming month. After this date no refunds will be issued and you will still be responsible for the month's payment.

**REGISTRATION & SIBLING DISCOUNT:** There is an annual \$10 registration fee per family. This fee may be waived for online enrollment.

**MAKE-UP CLASSES:** If your child will miss a class, please call or email the studio to let us know when they will be gone. Make-ups may only be used with a current contract and will expire after 30 days of the missed class. No tuition credit will be issued for missed classes. All make-ups will be null and void starting fall quarter every year.

**PRICING & HOLIDAYS:** Tuition is paid monthly and remains the same during breaks, holidays, and longer months.

**VIEWING CLASSES:** We have an open studio for family, friends, and siblings to watch classes and support their dancer. However, only dancers enrolled in a class, the class assistants, and their teachers are permitted to be on the dance floor at the time of that class. (NO PHOTOGRAPHY OR VIDEOGRAPHY OF ANYTYPE IS PERMITTED). If you are staying to watch classes, please only sit in the chairs provided and leave the chairs in the same place when you leave. Parents are not permitted to talk to their dancers during class or do the choreography with them on the sides. If you bring your child's friends or siblings, please make sure they are not left unattended, running around, noisy, hanging on the barres, etc. No pets are allowed in HBP's studio (other than service animals). Please do not walk in front of classes to cross the studio.

**STUDIO ETIQUETTE:** Students will not be permitted to participate in the class if they are more than 10 minutes late or are not current with their fees. Please encourage your child to use the restroom before class. Dancers are expected to show up to class and behave respectfully towards all others.

**STUDENT DROP-OFF/PICK-UP:** Dancers must remain with their parents before the start of their class and immediately following their class. Parents must drop off/pick up their children inside the studio promptly after the end of their scheduled class time. HBP is not responsible for children left unattended. **DRESS CODE:** After your child's first week of trial classes, you must purchase the appropriate attire for each of their classes

**LOST AND FOUND:** HBP has a lost and found bin in the dressing rooms at both studios. HBP reserves the right to clean out and donate all items in the lost and found bins without any prior notice to parents. Parents and dancers accept full responsibility for any items they may have lost that are not collected before we remove them from the facility.

**JUNE PERFORMANCE:** If your child is participating in the Annual June Performance, May & June tuition must be paid in full and your account must be zero for your child to receive their costume. You are responsible for the size of your child's costume. You are also responsible for any costume alterations that need to be made prior to the show. Costumes are non-returnable and non-refundable. After July 1st any costumes that have not been distributed will be donated to charity.

**UPDATED INFORMATION:** It is the responsibility of each parent to provide and maintain accurate and up-to-date information for their dancer with the HBP Desk Managers. This information includes, but is not limited to: current contact phone number(s) for both parents/guardians, preferred e-mail address(es), emergency contact information, and mailing address(es). The personal information provided on the registration form is only used to contact parents regarding their account information, current events at HBP Dance Extreme, and emergencies.

I acknowledge that I understand dancing can be a hazardous pursuit and that I will hold neither HBP DANCE EXTREME nor their affiliates responsible for any injuries resulting from my or my child's participation in dance activity. I understand that all dance students should be covered by their own insurance policies and, if injury occurs, I understand that my or my child's own policy is the only source of reimbursement. I hereby acknowledge that I am choosing to participate and/or allow my child to participate at our own risk. I further acknowledge that HBP DANCE EXTREME classes are conducted in an historic building which may not comply with modern Codes. I HAVE READ, I UNDERSTAND, & I AGREE TO ALL OF THE REGISTRATION INFORMATION AND POLICIES OUTLINED ABOVE.