



# POLICIES

## Billing

- Tuition Payments are billed and auto-drafted on the 1st of the month through the Parent Portal. It is required to have a valid credit card on file.
- All other fees\* will be posted to your account. If these fees are unpaid by the due date, your credit card will be charged.
- \$20 late fee will be posted if payment is received past the 10<sup>th</sup>; \$25 fee applied for rejected payments
- A 5% tuition discount is offered each semester by paying tuition in full by August 15<sup>th</sup> (Fall Semester) and January 10<sup>th</sup> (Spring Semester). A 7.5% tuition discount is offered by paying yearly tuition in full by August 15<sup>th</sup>.
- Discounted payments are nonrefundable (including dropped classes). No discounts are available for team fees, recital fees, or costumes.
- By submitting your registration and enrolling in classes you authorize regularly scheduled charges to your credit card based upon the services rendered. If you wish to discontinue classes with Artistry in Motion, you must provide notice in writing (email is sufficient). You are responsible for any outstanding fees due at the time of cancellation.
- If a student wishes to drop a class or cannot perform in the Recital he/she must advise the Artistry in Motion staff in writing by October 1st. We cannot refund costumes after they are ordered! Students can add classes until January 31st but may incur an additional shipping cost for costumes ordered late.

## Student Conduct & Safety

- Students are expected to be punctual and prepared for class. This includes being in the correct attire with hair done prior to the beginning of class.
- Students are expected to adhere to the dress code including the use of appropriate cover-ups & shoes when arriving & leaving class
- No cell phones, tablets, or smart watches are allowed in the studios; phones in the dressing area must be on silent.
- No gum, food or drink (other than water) is permitted in the studios.
- Students are expected to respect the facility, fellow students, and Artistry in Motion teachers and staff.
- Students should remain in the lobby when waiting to be picked up. Children under ten are not permitted to enter the parking lot alone. Parents of children under ten are expected to come into the lobby to pick up/drop off their child.
- Parents are asked to be prompt when picking up their children. In case of emergency or other delay, please inform the front desk.
- Parents are permitted in the dance studios only during scheduled "Parent Observation" weeks. Parents wishing to consult with Ms. Alex, or another teacher, must make an appointment via email.

## Fees\*

- Registration Fees: \$35 for new students and \$25 for returning students. Billed at the beginning of the season
- Costume Fees: Pre-K & New Movers \$90; Level 1-5 \$100-\$150; Cost per class; Fees due by October 30<sup>th</sup>
- Recital Fee: Due January 31<sup>st</sup>; Includes a Recital T-shirt, Digital Download of the Recital, 2 complimentary tickets per show, and 1<sup>st</sup> access to Recital Ticket pre-order

Recital Fee Scale		
1-2 Dances	\$100	*Limited ticket pre-order
3-5 Dances	\$150	*No ticket limits
5-7 Dances	\$200	*No ticket limits
7+ Dances	\$250	*No ticket limits

## Levels

- The levels listed below are guidelines. Dancers may be placed in a higher or lower level based on technical ability, experience, and/or maturity level
- PreK=Age 3-4 | New Movers=Kindergarten & 1<sup>st</sup> grade | Level 1=2<sup>nd</sup> & 3<sup>rd</sup> grade | Level 2=3<sup>rd</sup>-5<sup>th</sup> grade
- Level 3= 5<sup>th</sup>-7<sup>th</sup> grade | Level 4=7<sup>th</sup> & 8<sup>th</sup> grade | Level 5= 9<sup>th</sup> - 12<sup>th</sup> grade