

KIRKPATRICKS SCHOOL OF DANCE  
POLICIES AND TUITION INFORMATION

- Registration fee is **not** refundable.
- Uniform purchases are **not** refundable.
- Participation in our productions will require the advance purchase of a costume order in October. This purchase is non-refundable after December 1<sup>st</sup>.
- Tuition is due the first of each month. We do not send out payment reminders or statements. Tuition paid after the 15<sup>th</sup> of the month will automatically increase by \$10.00. Additional \$10.00 late fees will be added each month, if the monthly balance is not paid in full. Convenient payment options: Check, cash, credit, debit, or electronic funds transfer.
- If a student must drop a class/classes, or from the school, Kirkpatrick's must be notified in writing before the beginning of the month in which the student is dropping the class/classes, or the parent/guardian continues to be responsible for tuition payments.
- All accounts must be paid in full before registering for the following year.
- A \$25.00 service fee is charged for all 1<sup>st</sup> time returned checks, \$50.00 for continuous returned checks.
- Absences from class, due to illness or conflicting obligations, do not alter monthly tuition.
- Holiday closures do not alter monthly tuition. Make-up lessons are provided.
- Students with fevers, colds, flus, or any contagious symptoms are not permitted in class. It is at the teacher's discretion to send home ill students.
- Students sent to class with an injury must have a note from a parent or doctor to sit out of class.
- Punctuality is a basic rule. Students are to be in the studio on time, wearing proper attire and ready to dance. Parents are to arrive 10 minutes before class ends to pick up their children.
- Students are not to be left unattended before or after class/classes. Parents who are chronically late picking up their child will be billed \$1.00 for each minute they are late, payable to instructor.
- Students are not allowed to talk during instruction.
- A child's placement is decided by age accompanied by the teacher's discretion.
- All students must conform to the uniform code. Students out of uniform may be asked not to participate.
- The last seven days of each month are parent observation days. We ask parents to observe quietly and to keep siblings quiet and contained for the duration of the lesson. The viewing areas are only for class observation week.
- Gum and jewelry are not allowed in dance class.
- To maintain a safe learning environment, free of distractions, videotaping and flash photography is not allowed. Exceptions: Videotaping is permitted the last week of December, first week of June, and Tiny Dancer performances.
- The class schedule is subject to change due to enrollment or necessity.
- Refusal of service. ( see reverse side)
- Kirkpatrick's is not responsible for any lost or stolen belongings. Students are to keep any valuables with them at all times.