

## Appendix D - Dance Fees

1. Dancers must be registered before attending any dance classes. The instructor will not be accepting registration forms/payment.
2. Accounts missing any of the required documents are considered Not in Good Standing and classes will be suspended until all above requirements are met.
3. Previous accounts must be paid in full before the following year's registration can be initiated.
4. Accounts more than 2 months in arrears will be frozen and the dancer will not be allowed to participate until account is brought current.
5. Missed classes due to account in arrears, will be considered unexcused, and will fall under the Absentee Policy.
6. There are no refunds for tuition, costume fees or performance fees.
7. All competition fees are to be paid in full by February 1<sup>st</sup>.
8. Dancers with outstanding fees may be withdrawn from competing in competitions. Any accounts in arrears may be prohibited from competitions and/or community performances and recitals.
9. Costumes will not be ordered without payment. Costumes may be more than the deposit amount. Anything above the \$75 will be due before costume pick up if full deposit was collected. This the breakdown for payments:
  - a. **1-5 Costumes full deposit amount due before ordering.**
  - b. **6-10 Costumes \$375 due before ordering.**
  - c. **11+ costumes 50% of the amount owing is due before ordering.**
10. After the group order dancers/parents/guardians are responsible for any additional costs for ordering a late costume.
11. Costumes will not be released unless accounts are in good standing, and any additional costume charges are paid in full.
12. Payments for costumes and performance fees are NON-REFUNDABLE.
13. By Feb 1st 50% of your account must be in good standing. By April 1st your account must be paid in full in order for your dancer to continue attending dance, competition, and year end.
14. A parent/guardian must give notice in writing through email when withdrawing from a class. All class changes must have approval. No changes can be made after the end of the 2 week trial period, unless written medical documentation has been provided. Email sent to [dancellb.registrar@gmail.com](mailto:dancellb.registrar@gmail.com).
15. Class changes are at the discretion of the instructor.

<b>Written notice given by the last day of the trial period in September</b>	<b>No fees, fundraising or volunteer commitments will be owed.</b>
<b>Written withdrawal because of injury or move</b>	<b>Pro-rated refund of fees, volunteer cheque returned.</b>
<b>Written notice of withdrawal other than above</b>	<b>All fees are collected.</b>
<b>Withdrawal with no written notice</b>	<b>Families will be charged for all fees, fundraising obligations, and volunteer commitments. They may be charged costume fees if applicable.</b>