

# Arts International

## Conservatory & Dojo

### **Policies and Fees Agreement:**

All policies and procedures are intended to support our mission and ministry by creating a Christian and loving environment. Students are assigned classes based upon their ability, technical training, and maturity. All instructors reserve the right to place or move any student. A class may be cancelled because of limited enrollment, or classes may be split or combined if necessary.

**Registration:** Enrollment is year-round and a *Onetime* registration fee of \$75.00 for all new students due with first month's tuition. If a student withdraws from Arts International programs, they will be required to pay a registration fee if they enroll again at a later date.

**Recital fee:** \$45.00 due with Sept. tuition for ALL (dance/karate) students participating in our yearly spring concert & demonstration.

**Karate Breaking Board Set:** \$42.95 due with August tuition. All karate students are required yearly to purchase a breaking board set.

**Costume Fees:** \$65 *Costume Deposit* paid with tuition. 1<sup>st</sup> costume deposit due Sept. and 2<sup>nd</sup> costume deposit due Oct.

*All Costume balances must be paid in full along with your November tuition. Deposits are non-refundable.*

*\*Late fee of \$15.00 will be added to each costume balance not paid in full by December 1<sup>st</sup>.*

**Tuition payments:** Tuition is charged monthly and is set on year-round membership contract. Invoices are not mailed.

Tuition is **not** prorated for classes missed; students may make up missed classes by attending a comparable level class.

*\*Tuition is due on the Last Day of each month\**

**Late Fees:** Accounts must be paid in full by the 5<sup>th</sup> of each month or a \$25 late fee will automatically be applied to your account unless prior arrangements have been made. Returned check fee is \$35 per incident.

*\*If an account becomes 30 days without a payment, student will not be allowed to take classes until the account has been caught up or arrangements have been made.*

The studio reserves the right to add a service charge to overdue accounts. Clients 60 days overdue are liable for any collection and/or legal fees incurred.

*\* All fees and tuition must be paid in full before a student can participate in our spring performances. \**

**Missed classes:** *No refunds are given for missed classes.* Students may make up classes at the same or a comparable level. If a student is unsure about an appropriate make-up class, the teacher will choose a class. *Classes cancelled because of weather emergencies will not be made up.*

**Withdrawal:** A student may withdraw from class at any time, but a ***thirty-day written Policy Form notice must be submitted\**** before a student is considered withdrawn. You will be responsible for monthly tuition until written notice has been received and signed by the accounting office. *The studio may terminate any student's enrollment at any time at Arts International's discretion.*

**Class Attire:** AI Policy requires all students to wear our required uniform attire, equipment, and supplies for all programs.

*\*Karate students must purchase our logo Gi and equipment. \*Dance students must purchase our dance wear and shoes from our dance store.*

(No bedroom slippers, AI proper dance shoes are required) *Dancers should not wear panties under tights. NCA EEC may wear undergarments.*

***\*NO EXCEPTIONS on required leotards, uniforms, weapons, gear, and dance shoes\**** ***\*DO NOT LEAVE STUDIO UNCOVERED\****

**All Performances, Tournaments, and Concerts:** Arts International performances, concerts, demonstrations, tournaments and end-of-year concerts are the culmination of work between the teacher (sensei), and artist. Students perform separately for each class in which they are enrolled. Students who miss classes and/or rehearsals for performances may have reduced roles or removed from production pieces, based on the director and teacher's discretion.

**All Performances, Tournaments and Concerts** No parent can be backstage without permission and prior arrangements. *Students may not leave in the middle of rehearsals or shows.* Understand rehearsals may run late as we are preparing many students time on the stage to prepare for the show. *{ All parents and family members will be required to purchase tickets to all performances and demonstrations. No tickets will be given free for any show. }*

**Health Requirements:** Arts International and all ***staff will not be held liable for any injury or food allergic reactions.*** *Parents, it is your responsibility to inform and provide necessary medical needs for your children on premises and functions.*

**Behavior:** Students are expected to behave properly in class, during rehearsal and performance times. Students may be asked to leave class or be removed from performance if behavior is inappropriate and there are no refunds of tuition or fees.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_