



Rules, Regulations & Requirements 2019-2020

Communication with instructors and or/director cannot be accepted during class time. Classes are scheduled back to back, leaving no time between classes for questions or comments. Please address all inquiries to carolinadancealliance@gmail.com or (252) 635-0110. Kindly allow 48 hours for a response.

Literature will be issued periodically throughout the season which will include important updates, exciting opportunities and much more. Please read all emails and handouts thoroughly and be sure to take action if it is required. Important information will also be available and regularly updated on the website and facebook.

Food, drink (other than water) and cell phones are **NOT** allowed in the classroom. Outside of class time, please use cell phones and eat any food or snacks outside of the studio. We appreciate your teamwork in keeping our studio clean and professional.

Fees & Tuition Autopay: All students must have a credit card on file for all studio charges/fees including, but not limited to: tuition, costume fees, competition/convention fees, recital fees, **dancewear-due at time of order/purchase**, etc. Autopay can be set up in person at the studio or online through the parent portal system. **Autopay transactions for tuition** will be completed at the end of the business day on the 7th of each month. However, you can still pay your account by other means-cash/credit card at the studio or credit card through the parent portal-by the 6th of the month to avoid the card on file being processed. **All other charges/fees will be drafted based on the stated due date** and will incur a **\$25 late fee** if not paid by the due date. **are due the first day of the month from September, 2019 through May, 2020.** Enrollment in monthly autodraft is required for all students/families. **A \$25 late fee will be assessed if payment is not received by the 7th of each month.** Tuition **will not** be prorated, but will remain the same amount each month regardless of holiday closings, weather cancellations, number of weeks/classes per month, absences, etc. Payments can be made online or at the studio during stated business hours. A payment/correspondence drop-box is located in the lobby for your convenience. **Accounts must be up-to-date in order for dancers to attend class and participate in all performances. Recital fee is due with April tuition. Thirty days written notice is required to drop classes** and not be charged for the following month tuition. Ex.-notice to drop mid-month Oct will still be charged Nov. tuition,

Costume deposits of \$35 per costume are due with October tuition and are not refundable. The remaining balance will be due along with December tuition. Costume deposit or balances not paid by the 7th of the corresponding month will be assessed a \$25 late fee. Payment of the October costume deposit indicates agreement to purchase and pay balance of all costumes regardless of continued enrollment. Costumes vary in price from \$60-\$80. Instructors will do everything they can to choose budget-friendly costumes that best represent our dancers and their routines. You will be informed of the number of costumes your dancer will have for the year at time of registration. Some classes do not require costumes as they are technique-based and do not perform a piece of choreography. Solo/duet/trio costume selection/purchase is the responsibility of the dancer/parent. Artistic Director and Choreographer approval is necessary.

Attendance is absolutely necessary in order to guarantee success for your dancer and the class as a whole. We realize that sickness, family vacations and emergencies arise- so please use your absences wisely. It is detrimental to the class when dancers are absent frequently...so please use your best judgment and aspire to achieve perfect attendance for the season! Excessive absences may prevent the dancer from being able to participate in scheduled

Thank you for being a part of Carolina Dance Alliance.

Please visit us online at www.carolinadancealliance.com or on Facebook and Instagram

recitals, performances or competitions at the owner/instructor's discretion without refund of fees. Please see team handbook for details regarding team member attendance policies.

Acceptable behavior and good sportsmanship is a **MUST**. Although we encourage a healthy combination of learning and fun, we expect and require our dancers to be on their best behavior inside and outside of the classroom. Students who are majorly disruptive or have to be disciplined an unreasonable amount may be dismissed and not allowed to return.