

# FRDS Policies & Procedures

---

**REGISTRATION:** A non-refundable fee of **\$50** and first months tuition is required at the time of registration.

**PAYMENT OF FEES:** Tuition may be paid by cash, personal check, money order, cashiers check, Discover, MasterCard or Visa. Full payment may be made at the beginning of the term at a 10% discount. Tuition is due on the 1st of the month. Payments made after the 10th of the month will be assessed at a \$20 late fee.

**NSF Charges:** There is a \$25 fee for any NSF check written. If two (2) checks are returned NSF, **CASH ONLY** will be accepted as payment.

**WITHDRAWALS:** There is a one month minimum for all classes. One month notice from the first month is required to discontinue any class. Withdrawal must be done in person, not over the phone. You must notify office staff, NOT the teacher about your withdrawal. Withdrawal must occur within the first 7 days of the month.

**NOTE: Students who withdraw from classes and re-register during the same school year MUST pay a \$50 re-registration fee.**

**DRESS CODE:** Required dancewear and dance shoes must be worn to all classes. No jewelry. Hair must be neat and in a properly secured bun. Failure to wear required dancewear will result in student being asked to sit out of class. Repeated failure to wear required dancewear could result in termination of classes.

**TARDINESS:** It is the students and or parents of minor children responsibility to arrive on time for class. No student shall enter a classroom if the classroom door has been closed. There are NO make-up classes.

**CLASS ATTENDANCE:** Chronic absenteeism may result in dismissal from class and or performances.

**CREDIT & REFUNDS:** No credits or refunds given for holidays, vacations, unattended classes or acts of God.

**PARENT'S RESPONSIBILITY:** It is the responsibility of the parent or adult student to be aware of all school activities and dates the studio is opened or closed. The studio will post all notices on the bulletin board as well as send notices home with students. It is the parent's responsibility to regularly check the bulletin board to insure they are informed. Parent's are responsible for informing the school of address or number changes.

**CARE OF STUDENTS:** The studio is not responsible for providing before or after class care of students. Students are not to be left at the school for an excessive amount of time before or after class.

**INJURIES:** Parents, guardians or minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class.

**PHOTO RELEASE:** The school is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

**CELL PHONES:** Cell phones usage is NOT permitted in the classroom. Turn them off or silence them.

**CONFLICT OF INTEREST:** Students must refrain from any activity that would create a conflict of interest with their membership as a Frank Rey Dancer. This includes, but not limited to receiving dance instruction at other facilities. All circumstances relating to this issue must be communicated with Miss Mary Frances, who has the sole discretion to determine if a conflict of interest exist. Failure to disclose any conflict of interest may result in the student dismissal from the studio.

I have read the above policies and procedures and agree to abide by them. I have received a copy of this page.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Signature of Parent, Guardian or Adult Student: \_\_\_\_\_