

ICON Dance Company Inc. General Policy Letter

- * **Registration Fee:** \$30.00 per student is non-refundable and at the time of registration. All 8 week programs will be exempt from this charge.
- * **Payment Policy:** All payments are due at the time of registration. Participant(s) who have not submitted payment for their first months tuition will not be permitted in class(es).

Payment Options:

1. **Monthly Payment:** 10 pre-authorized payments on your Visa or Mastercard each month. This can be set up through our online registration program via the Auto-Pay System.
2. **Full Year Payment:** One payment on your Debit, Visa or Mastercard or by EFT
3. ICON Dance Company **does not accept cheques.**

ICON UNLIMITED CLASS PLAN: If a participant qualifies for the monthly Unlimited Class Plan it will not be discounted further.

Our company classes consist of a minimum of 32 weeks of instruction. Participants starting after our first day will have their fees pro-rated. Class schedules are subject to change, pending enrolment

4. **Pre-Registered Students:** These are students that have been registered prior to the start date of classes. In order to be considered a registered student and have placement in classes for the current year, payment must be received by the first day of classes.

Conditions:

1. Returned cheques NSF for any payment will be subject to a service charge of \$30.00. Any cheques returned "Account Closed or Stop Payment" and are subject to a \$15.00 service charge. Returned cheques must be cleared up within 7 business days by cash, certified cheque, debit, Mastercard or Visa. Declined credit cards are subject to a service charge of \$15.00.
2. Please notify the studio within 7 days of payment date if you are having financial difficulties.
3. Tuition Fees DO NOT include the additional cost for dance exams, competition program (rehearsals, costumes, entry fees), dance clothing, dance shoes, recital costumes, or recital tickets.
4. All dance fees and services are subject to GST.
5. Accounts that are past due for 30 days or more are subject to a \$25.00 service charge.
6. If you have an account that is past due more than 30 days, please refrain from sending your child to class. They will not be permitted to participate until payment arrangements can be made.

Withdrawal Policy: It is understood and agreed that a parent/guardian must contact ICON Dance Company Inc. in writing before the 1st of the upcoming month, prior to withdrawing from a program(s) or a prolonged absence. You will be responsible for any payments due after the 1st of the month if ICON Dance Company has not been notified via email (icondancecompanyinc@gmail.com). Partially missed months or missed classes will NOT be refunded.

Absence:

1. Please notify the ICON Dance Company Inc. office if your child will be missing their class.
2. Missed classes are non-refundable, but can be made up on another date with a class of equivalent level.

General Policies:

1. No chewing gum or eating in class. Dancers are permitted to bring ONLY water bottles into the studios. No Glass.
2. Please do not leave money or valuables in the lobby/change room. ICON Dance Company Inc. is NOT responsible for lost or stolen items. Please leave valuable items at home.
3. Smoking of any kind will NOT be permitted within or around the exterior of ICON Dance Company Inc.
4. ICON Dance Company Inc. is not responsible for any injury.
5. ICON Dance Company Inc. will be closed on most statutory holidays including: Thanksgiving Weekend, Winter Break (Christmas), Family Day Monday, Easter Weekend, Spring Break, and Victoria Day Weekend and also Halloween.
6. Teachers will place dancers in classes based on initial assessment. No changes or additions will be made without consent of the primary teacher.

Studio Dress Code Is To Be Followed. Please see Dress Code Document for Information. All items can be ordered through the studio or purchased at Bodythings. Students with long should have it tied back for all classes. Ballet classes require a proper bun (a hairnet and pins is necessary). *Please see the dress code document. In cases where a dancer has a different colour of shoes than listed we will accept them for class only.

Hours Of Office Operation: Variable throughout the season, check with Miss. Jen or Mr. Chris.

Please contact the Studio Directors with any questions: icondancecompanyinc@gmail.com