

1na Dance

Policies and Guidelines

- Registration:
 1. There is a \$35.00 registration fee for new students.
 2. There is a \$40.00 re-entry fee for returning students.
 3. Registration is required to ensure a place in class and due with the first payment of tuition.
- Fee Payment:
 1. All payments must be received by the 10th of the month. Payments received after the 10th are considered late and a \$10.00 late payment fee will be added to your monthly tuition.
 2. All tuition and registration fees are non-refundable.
 3. A \$25.00 fee will be charged on all returned checks.
- Make-up Classes:
 1. Please call the studio if you cannot show up for class. If you do not call, make-up class will be forfeited.
 2. Make-up classes are available to students who have been absent provided a call to the studio.
 3. If a student is absent for any reason, she/he may make up a class. Please speak with Ms. Sheri for available times.
 4. If a student misses more than 3 lessons in a row without prior approval from Ms. Sheri, their spot within that class may be lost.
 5. 1na Dance reserves the right to cancel any class due to insufficient attendance.
 6. No refunds or reduction in tuition for missed classes. Tuition is not adjusted because of unattended lessons.
- Placement Classes:

Placement classes are arranged for students based on age and ability. During the year students may be transferred to other classes if it is necessary and in the best interest of the student. Many factors are considered in determining placement of a student. Ms. Sheri places students into the next level based on ability, attitude, and consistency in work, musicality, and physical & emotional readiness.
- General Classes:
 1. Classes are subject to cancellation or change of time based on the discretion of 1na Dance.
 2. 1na Dance reserves the right to engage substitutes for classes when instructor is absent. No credit or refund will be issued in this case.
 3. If more than 15 minutes late for class, it is up to the instructor as to whether or not you may participate.
 4. 1na Dance is not reliable for injuries sustained while in class or on the premises. Please notify the instructor if you have any concerns about physical problems or injuries. Work at your own pace.
- Drop Policy:

A 30-day written notice is required to drop a class. You will be responsible for tuition (and billed monthly) until a written drop notice is given. We cannot be flexible on this policy. Many classes have a waiting list for students who want a spot in a particular class.