

## Rythum Plus Dance Company Guidelines

### **Dance Fees:**

*To complete the registration process, dance fees must be submitted as follows:*

- 1. Credit card information to process monthly payments.*
- 2. A void cheque, and completed authorization form, to set up automatic monthly payments.*
- 3. A non-refundable, one-time, payment for the entire dance season paid by credit card, cheque, debit, or cash.*

*Debit or cash payments for monthly fees are not accepted.*

### **All fees, once processed, are non-refundable.**

*Should a dancer wish to withdraw from a class she/he is registered in, notice must be submitted to the office in writing one (1) month prior to the dancer's withdrawal. Insufficient notice will result in an additional month being charged.*

### **General:**

*Classes missed due to absence or illness will not be refunded or credited.*

*Classes cancelled due to inclement weather will not be refunded or rescheduled.*

*Classes falling on a statutory holiday will not be credited or rescheduled.*

*RPDC, at its sole discretion, has the right to cancel any class due to low enrolment. Registered students will be advised of the cancellation and every effort will be made to enrol them in a comparable class.*

*Periodically, the RPDC will distribute and post pertinent information regarding our programs. It is the responsibility of our dancers/parents to be aware of this information. A monthly newsletter and update information is available on our website.*

*Students must not vandalize change rooms or studios. Anyone caught doing so, will be responsible for damages.*

*Children not dancing may not be left unsupervised in the building.*

*A child should be picked up within fifteen (15) minutes of her/his class ending.*

*The RPDC is not responsible for lost or stolen items. Valuables should be left at home.*

*Please conduct all business with the staff in the office. If you wish to speak to an instructor regarding your child's progress, please set up an appointment.*

*If you are unclear about any matter regarding your child's dance education, please do not hesitate to inquire at the front desk. Our office staff will assist you to clarify/rectify the situation.*

*Thank you for choosing Rythum Plus Dance Company.*