



Studio Policies Agreement

Please initial each. This form must be filled out at the time of registration. Thank you!

1. **Registration:** I understand there is a non-refundable fee required for registration for the 2011-2012 performing arts season. Registration fees are charged once a year. By registering myself or my child, I understand I am making a commitment to classes for the duration of the performing arts season. (September-June)

Initials _____

2. **Payment and Fees:** Payments for classes are due on the 1st of the day of each month. Any unpaid tuition or late fees are added onto your account, and must be paid in full before receiving costumes and/or show tickets. **Students who fall more than two months behind on payments will not be allowed to take class until past money is paid in full. For each month a payment is late, a \$35 fee will be charged to your account.**

Initials _____

3. **Dance Attire:** The required dance clothing and shoes must be worn to all dance classes. **Failure to abide by the dress code can result in students being asked to sit out.** Repeated failure to wear dress code attire can result in termination of enrollment. Initials _____

4. **Attendance/Tardiness:** **Spotlight of Wellington reserves the right to have students who come late to class sit out that class.** Students that are more than ten minutes late may be asked to sit out and observe the class. Repeated lateness may result in termination of enrollment. If a student misses an unreasonable amount of classes without any prior notification, Spotlight reserves the right to terminate enrollment. Initials _____

5. **Etiquette:** **Respectful and courteous behavior is expected as a part of class discipline.** All food and gum must stay outside the studio, with the exception of water. Poor behavior and/or attitude will not be tolerated at Spotlight. Initials _____

6. **Leveling of Classes:** Though some classes are leveled by age, **this is only a guide.** Previous training, current ability, and possible potential will also be a guide for placement of classes. **Spotlight teachers reserve the right to place students accordingly.** Initials _____

7. **Observation of Classes:** Parents are encouraged to drop off and pick up their children. Visitors must stay outside the performing arts classroom during instruction time as they may be a distraction for both students/teachers and may interfere with the learning process. Observation via television may occur in our waiting area. Initials _____

8. **Pick Up:** Spotlight is not responsible for providing before/after care for students. Initials _____

9. **Withdrawals:** There is a thirty day notice required to withdraw from any classes. **A withdrawal must be done in person and will not be accepted over the phone.** No withdrawals will be accepted after February 2012. To withdraw from classes, a parent or adult student must complete and sign a withdrawal form provided by Spotlight. There are NO REFUNDS on tuition that has already been billed and charged. Initials _____

10. **Extreme Weather or Unexpected Interruption of Classes:** If the studio has to close due to extreme weather or events beyond our control, such as power outages or your child being sick, **no refund** will be given for the missed class. Students may do a makeup class appropriate for their level. Monthly fees remain the same regardless of the number of lessons taught a month due to holidays. Initials _____

11. **Disclaimer:** Any student participating in a Spotlight of Wellington class and/or event may be at certain risks. These include but are not limited to pulled muscles, sprains, and broken bones. Spotlight assumes no responsibility for personal injury at the dance studio or any of the events. Initials _____