

# **Evolutions**

## School of Dance

### Policies and Procedures

#### **REGISTRATION**

A non-refundable Registration Fee fee of \$15/dancer \$25/family is required yearly at time of registration.

#### **TUITION**

Class tuition covers a guaranteed 33 weekly classes for the dance season. Fees will be pro-rated for those students registering after the first week of lessons in a month.

Tuition does not include apparel, recital costumes, tickets, competition or recital fees. These are billed separately.

#### **PAYMENT**

ESD accepts the following payment options:

- Full Year Payment using our secure PayPal option
- Monthly payments using our secure electronic funds transfer (a VOID cheque will be required to set this up)
- 2 Instalments of half the total tuition using our secure PayPal option OR our secure electronic funds transfer (a VOID cheque will be required to set this up)
  
- \*\*\* If paying monthly, first and last month payment of tuition are due upon the first day of classes

**All payments and/or VOID cheques must be received prior to the first night of classes. There are no exceptions.**

Any NSF payments will be subject to a \$30 charge.

#### **WITHDRAWAL POLICY**

If you wish to withdraw your child from Evolutions School of Dance, 1 month's written notice must be provided to the director on the 1<sup>st</sup> of the month. One full month after notification of withdrawal, automatic payment will be terminated. If fees have been paid in full, a refund cheque will be provided. There will be no cancellations accepted after March 1<sup>st</sup> due to performance preparations.

## **SCHEDULE**

All regular division classes have a minimum of 33 scheduled classes in a calendar year. Classes commence at the beginning of September and conclude in May. The final class will be a "Bring a Friend" class, where students are invited to bring their friends and family to come dance with them.

If you will be missing a class, you are required to call or text the studio @ 403.819.0758 to notify ESD of your absence.

## **COSTUME DEPOSITS AND PAYMENTS**

All dancers will require a costume for the recital. The majority of the costumes will be purchased, while some costumes may be rented through ESD. A \$40 NON-REFUNDABLE deposit for each dancer will be required by November 30<sup>th</sup>. Any remaining balances will be cleared up in the spring. We aim to keep costume costs to a reasonable amount. These costumes become the property of the families that purchased them.

## **Our Program**

Regular Division – all regular division classes will have the opportunity to perform at the Year End Recital.

Our regular division Ukrainian dance classes will have the opportunity to participate in a local Ukrainian Festival, as well as the recital.

Performance Division – this additional program is designed for the committed and serious dancer (ages 9+) with a passion for dance performance. Dancers are invited to audition for the Performance Division in October. All dancers in the performance division take classes in the regular division and must be registered in a weekly ballet class. There is an additional fee for this division. Performance Division classes will be held on Saturday mornings.

## **YEAR END RECITAL**

The final recital will be held sometime in late May/early June, 2012. As a culminating event of all their hard work, ESD encourages all dancers to participate in the recital. All students participating in the year end recital are required to have a costume which will be ordered/determined in December. A costume Deposit of \$40 must be paid by November 30<sup>th</sup>, 2011. More information will be distributed in November.

## **WAIVERS**

Parents must complete and submit a General Release of Liability and waiver form before the first class in September.

## **PHOTOGRAPHS**

Evolutions School of Dance may use photographs of the dancers on the website (no names posted) and within its premises. videotaping students may occur as part of lessons, rehearsals and SHOWS.