



GROUP LESSON POLICIES

Dance, Tumbling, Drama, Piano & Guitar

**Fall 2010 Classes begin
Monday, August 23, 2010**

Please read the following carefully:

When a student registers, their place is held in class for the entire 40-week AMA school year, which is through **June 18, 2011**.

***Note. We extend classes one week past the recital.** If a student needs to withdraw from a class for any reason, a 4-week notice must be given in person by visiting the front desk. Unless the student is removed from class by having a parent or guardian sign and date the "Class Withdrawal" line at the bottom of the registration form, the parent or guardian will be responsible for tuition payments through June, 2011. Coming into the studio and signing the withdrawal line is the only way to withdraw from a class. Calling or leaving a message, telling a friend, notifying a teacher or e-mail are not accepted as forms of withdrawal.

There must be at least six students in a class by November 30, 2010 for that class to be held. If a class falls below the six students during the year, it may be cancelled at any time throughout the year.

Please do not let your child enter the studios until the teacher calls them in for class. Teachers are only responsible for students during class time. Office personnel are not responsible for students or their siblings at any time. Please do not leave siblings unattended at any time. If you cannot see your child, they are unattended.

In the rare instance that an instructor cannot teach a class, a substitute teacher will be scheduled to teach that class.

PAYMENTS: All families must have a credit or debit card on file for all fees throughout the year beginning August 23, 2010. There are 40 lessons scheduled from August 2010 through June 2011. Some months will have 3, 4 or 5 lessons (depending on Holidays). To keep our bookkeeping uniform, the same rate will be charged to your credit card each month for 10 months beginning 9/1/10.

On the first of every month, your card will be charged your monthly tuition rate. There is no exception to this policy. Your signature approving our policies will be kept on file. Registration Fees, Recital Participation Fees and Costume Fees will be charged to your credit card on the dates listed on your credit card information form. Please keep a copy of this form for your records.

There is an annual \$22 registration fee per student (and an additional \$12 fee per family member). The registration fee is due when registering for any class. This fee covers insurance and administration fees.

MAKE-UP CLASS POLICY – DANCE & TUMBLING: Tuition paid and your registration fees are non-refundable. No credits or refunds are given for missed classes. Make-up classes are greatly encouraged and should be made up within eight weeks. No make-ups can be made after April 1, 2011 because classes will be focusing on recital routines.

MAKE-UP CLASS POLICY – GROUP MUSIC: Your instructor will let you know when there is an opening for a make-up.

The 4-week withdrawal notice begins from the date the withdrawal line is signed and dated at the bottom of the registration form. If a student who has paid the full year withdraws before the end of the year, they will forfeit any discounts and your account will be readjusted. Any amount that remains will be left as a credit on your account for up to two years to be used by that student (or, as a courtesy, may be transferred to a sibling for future tuition). Recital costumes are not refundable.

PERFORMANCES: It is understood that all dance and tumbling students will participate in the June 11 & 12, 2011 Recital at Maine East H.S. in Park Ridge. **June Recital:** A recital fee of \$35/student is charged. This fee includes a personalized show t-shirt and trophy for each student. Costumes for the June show are charged separately and bought by each student. Rates per costume are: \$70 (XSC-MC sizes); \$80 (LC-LA sizes); or \$90 (XLA-XXLA sizes). June costumes are yours to keep. All Recital and Costume Fees will be charged to your credit card unless AMA is notified before Nov. 30, 2010 that you will not be participating.

Group Music Lessons and Drama students will have two in-class showcases per year: one will be in December and the second in June.

ZERO TOLERANCE POLICY: AMA has zero tolerance for inappropriate behavior by either a student or parent. We are all here for the same reason...to help our children learn a skill and encourage them to develop into confident young adults in a positive atmosphere. Inappropriate behavior may include but is not limited to: foul language, negative gossip about another student or parent, verbal bullying or any harmful physical contact with another person.

_____ I have received a tuition schedule with all lesson dates clearly listed.

4/18/2010