

TUITION POLICY

- **By registering for our classes, you will automatically be enrolled in AutoPay. No cash or check payments are accepted.** Autopay is a requirement and not optional.
- Tuition is non-refundable.
- Only immediate family members of the same household can be listed in the same account.
- If a credit card is removed from the account and we are not able to charge tuition, a \$25 late fee will be charged to the account.
- We do not accept partial payments or split payments between cards.
- If we receive a declined message when processing tuition due to any reason, an email notification will be sent to you to update your card on file and to pay your balance. A late fee of \$25 will be charged to your account if your outstanding balance is not paid in full within 2 business days.
- We reserve the right to charge any outstanding balance, including late fees to the credit card on file. **CDC reserves the right to drop a student from classes if account balance is outstanding.**
- CDC does not disclose account information to any person not listed on the account.

TERMINATION OF ENROLLMENT

- Termination from the parent must be submitted in writing by email to support@capitoldancecompany.com. We do not accept termination by phone or verbal consent to office staff.
- The official termination date is the day CDC receives written notice of termination, not the last day of student's attendance.
- Termination of one or all classes must be submitted by email support@capitoldancecompany.com one week prior to the day of billing (see calendar) or the account will be charged the subsequent month.
- There are no refunds, credits or transfers for the current month's tuition after the day of billing.
- If we do not receive email notification of termination, you will be billed and responsible for the following month's non-refundable and non-transferable tuition. Accounts will continue to be auto charged tuition until we receive email notification of termination.
- CDC will require proof of termination email from the parent as needed.

REGISTRATION POLICY FOR CLASSES

- Registration and payment for all classes must be completed **online** prior to the class.
- Drop in classes can not be scheduled in the parent portal and must be approved and scheduled by CDC. If you would like to sign your dancer up for a drop in class, please email us to receive instructions. Drop in classes are \$30 per class and must be scheduled and paid for in advance.
- Once you register for a class your dancer will remain in the class for the entire dance year (August 2024- June 2025).
- Dancers are welcome to switch classes at any time throughout the year as long as there is a spot available and the class is the correct level/age. Switches must be approved and can not be done in the parent portal. Contact our office by sending an email to support@capitoldancecompany.com.
- If a class closes due to maximum enrollment, a **waitlist** will automatically be generated in our system. If a spot opens up on the wait list, we will reach out by email. If a class closes due to maximum enrollment, we cannot guarantee a spot will open on a wait list. To add your dancer to the waiting list, proceed to enroll them in the class even though it shows as "full/closed" in red in the portal. **Payment is not required to be added to a wait list.**

- **We are paperless!** All schedules and class information will be posted on our website and social media pages. All registration, payments, and scheduling will be processed through our studio portal. Important updates will continue by email and through social media posts.

Billing Schedule

AutoPay tuition processing will fall on the following dates in the table below. Our billing cycles do not always align with the 1st of each month. We do not charge tuition for holiday closures.

Month	Day of Billing	Billing Cycle
August	Upon Enrollment	8/5-8/31
September	Tuesday, 9/3	9/3-9/28
October	Monday, 9/30	9/30-10/26
November	Monday, 10/28	10/28-11/23
December	Monday, 11/25	11/25-12/21
January	Monday, 1/6	1/6- 2/1
February	Monday, 2/3	2/3-3/1
March	Monday, 3/3	3/3- 3/29
April	Monday, 3/31	3/31-5/3
May	Monday 5/5	5/5-5/31
June	Monday, 6/2	6/2-6/21

Makeup Classes

- *There are no refunds or credits if your dancer is absent for a class.*
- *Makeup classes are not guaranteed.*
- Only the dancer that was absent can participate in a makeup class.
- Makeup classes are available in a comparable age/level class that is not closed due to max enrollment within 2 weeks of your dancers absence, except for the months of December or June. Any absences during December or June are not eligible for a makeup class in a different month.
- There are no Makeup or Drop-In classes for any dancers in the month of December or June due to holiday dance week in December and Summer Performance preparation in June.
- Make up classes must be scheduled and approved prior to your dancer attending. Please email admin@capitoldancecompany.com or call our front desk at 408-265-7368 to schedule your dancer's makeup class. If a class is closed due to max enrollment, CDC reserves the right to not allow makeups in that closed class.

CLASS SPECIFICATIONS & INFORMATION

- **Sizing:** Class sizes vary depending on size of room, style of dance and age of dancers. In the event a class has low enrollment, we reserve the right to cancel the class.
- **Class Placement:** CDC classes are based on age and ability. In the event that a dancer is registered for a class that is not deemed the correct level, CDC will require that your dancer is placed in the appropriate class. CDC Teachers and Management will make the final decision in regards to a dancers' level and capability.
- **Drop In Classes:** Dancers are welcome to register for a drop in class to see if they like the class prior to registering for the entire month. Drop in classes are \$30 per class and must be scheduled with our Studio Manager, , support@capitoldancecompany.com before the class. Drop in Classes are only available in classes that have open spots. Please note that a drop in class does not guarantee a spot in the class.
- **Marketing:** By enrolling in classes at CDC, you are giving permission for CDC to take and or use photographs and video photography of its dancers at the studio or performing in company programs, competitions, classes, summer performances or other sponsored events for CDC marketing purposes, including social media, and without any monetary reimbursement to the dancer or dancer's family.
- **Communication:** All information is communicated through email.
- **Teachers:** CDC reserves the right to substitute a teacher in any class for any reason.

SUMMER PERFORMANCE POLICY

- **Our yearly Summer Performance is OPTIONAL for all dancers. Dancers must sign up to participate.**
- Dancers that want to participate in their class dance AND/OR want to try out for a lead role will need to register by email submission or in person at our front desk once details are provided.
- All show related fees will be auto charged to the card on file after participation forms are submitted.
- All show related fees are non-refundable or transferable.
- If a dancer signs up for the Summer Performance they are expected to maintain good attendance in their classes to ensure they learn their show dance. In the event that a dancer has attendance issues and does not know their show dance, they may be asked to withdraw from the performance. No refunds will be provided by the studio in this situation.

PANDEMIC/ EMERGENCY/DISASTER POLICY

- In the event that we encounter another resurgence of COVID cases or experience another pandemic or disaster and/or the county or state requires us to close; dance classes will be held on ZOOM or outdoors in our courtyard. Dancers will automatically be enrolled in zoom classes and will not need to re-register for classes. No refunds will be provided.
- No refunds will be issued for any pandemic, disaster or emergency related event including but not limited to power outage, air quality, or emergency related matters in and around Princton Plaza mall.

GENERAL STUDIO CONDUCT

- **Safety:** Safety is our concern for your young dancers. We insist that all parents/guardians deliver and pick up their children from inside our studio and not the parking lot. CDC is not responsible for the whereabouts for dancers that voluntarily leave our studio and go wait for their ride out in the parking lot per their parent or guardians request. Please do not advise your child to leave the studio when you are not present.
- CDC is not responsible for dancers' activities when they are on a break between classes or once they leave the classroom. In the event that a dancer is loud and/or disruptive in the office, they will be asked to wait outside between classes.
- **No food or drinks:** Beverages, gum, candy, and food are strictly prohibited inside our studios. CDC reserves the right to ask any dancer to eat their meal/snack outside and not in our office.
- **No dogs:** Dogs are not permitted in our studio lobby or dance studios unless they are a service animal with documentation.
- **Behavior:** CDC expects good behavior, and respect from all of our students and parents/guardians before, during or after classes as well as during competitions and performances. Physical or verbal abuse or unwanted contact (including use of social media), uncalled-for disregard of CDC teachers' or administrators' directives or anything else that could be construed as a discipline-related problem involving students or their parents/guardians will not be tolerated. CDC has the right to remove a student, parent or family from class or from the studio as a whole for violating our behavior rules, no refunds will be provided.
- **Bullying/Harassment:** If any student or parent experiences bullying or harassment by another dancer or parent of CDC, administration staff must be notified ASAP. This includes in the classroom and ALL social media platforms, CDC takes any form of harassment very seriously. If there is any issue that you feel needs to be brought to the staff attention, please do so immediately by email, info@capitoldancecompany.com CDC reserves the right to refuse service to any dancer/ parent that is found to be out of compliance with our Bullying/Harassment policy and no refunds will be provided.

WAIVER OF LIABILITY FOR ALL CLASSES

- Please be advised that there is a risk of physical injury associated with, arising out of, and inherent to, the activity of dance. You therefore agree to release CDC and its staff and hold them harmless of all liability and hereby acknowledge that you are knowing and voluntarily assuming full responsibility for all risks of physical injury arising out of active or in-active participation in a dance class, dance performance, dance competition or other dance related activities supported by, involved with, or approved by CDC.
- **Emergencies:** By enrolling your dancer in a dance class with CDC, you grant permission to the staff of Capitol Dance Company to take first aid or emergency measures as judged necessary for the care and protection of my child while under the supervision of the studio. In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems it necessary. I understand that in some medical situations the staff will need to contact the emergency resource before the child's parent, physician, and or other person acting on the parent's behalf. I also understand and agree that the child's parents or legal guardians shall be responsible for any expenses incurred.