

Turning Pointe Centre for the Arts

Turning Pointe Theatre, Turning Pointe Models & Talent Agency and Karate World of Lexington

Studio Policies

All of the policies and procedures are intended to support our mission and ministry by creating a Christian and loving environment. These standards are to support families and give students the most professional training with Christ-centered encouragement to fulfill their God given talents.

Students are assigned classes based upon their experience and their maturity and instructors reserve the right to place a student or move a student. A class may be cancelled because of limited enrollment, or classes may be split or combined if necessary.

Registration: Students register for one seasonal year, August – June. The **Registration** (\$35) is due along with one month's tuition prior to the beginning of fall classes in August. The registration, recital fees and tuition are non-refundable. TPCA, TPT, TPMT and Karate World Employees are not held liable for any injury or loss of property at any time, during any classes or functions.

Recital fee: Each student pays a **Recital fees** (\$35) recital fee due at registration which includes 1 concert tickets for each nights.

Musical Theater fee: Musical theater students are required to pay a \$35 fee, due at registration.

Tuition payments: Tuition is due by the **1st** of each month. Please make arrangements for tuition to be paid on time if your class falls on a holidays. Tuition is paid August-June (10.5 Month Season). Invoices are not mailed. Tuition is **not** prorated for classes missed; students may make up missed classes by attending a comparable class. (See section on Missed Classes.) Months with holidays (November, December and Spring Break) require a full month's tuition payment. No post dated checks.

Late Fees: Accounts must be paid in full by the **5th** of each month or a **\$25** late fee will automatically be applied unless prior arrangements are made. Returned check fee is **\$35** per incident. ***If an account becomes 30 days without a payment, student will not be allowed to take until the account has been caught up or arrangements have been made. The studio reserves the right to add a service charge to overdue accounts. Clients 60 days overdue are liable for any collection fees and legal fees associated with collections. All fees and tuition must be paid in full before a student can participate in our spring performances.

End-of-year concert: TPCA's end-of-year concert is the culmination of a year's work between the teacher and artist. Students perform separately for each class in which they are enrolled. Please consult the schedule for the projected recital date. Confirmation of that date is expected in January. Students who miss classes and/or rehearsals for recital or other performances may have reduced roles or may be asked not to participate in recital pieces, based on the teacher's discretion.

Health Requirements: TPCA and its staff will not be held liable for any injury or food allergic reactions. *Parents it is your responsibility* to inform and provide necessary medical needs for your children on TPCA premises and functions.

Withdrawal: A student may withdraw from class at any time, but a **thirty-day written notice must be submitted** before a student is considered withdrawn. You will be responsible for monthly tuition until written notice is given. The studio may terminate any student's enrollment at any time.

Class Attire: Students should dress appropriately for class, including required color level leotard, tights, and appropriate shoes. (No bedroom slippers, please.) Dancers should not wear panties under tights. All students are required to change into a cover-up or change of clothing before leaving the studio as well as dance shoes.

Behavior: Students are expected to behave properly in class, during rehearsal and performance times. Students may be asked to leave class or be removed from performance if behavior is inappropriate and no refunds of tuition or fees.

Missed classes: No refunds are given for missed classes. Students may make up classes at the same or a comparable level. If a student is unsure about an appropriate make-up class, the teacher will choose a class. Classes cancelled because of weather emergencies will not be made up. Make up classes can be made in another class of the same or comparable level at your convenience.

Costume Fees: Deposits for costumes (\$55 per costume) should be included with Oct. 1st tuition. Deposits are **non-refundable**. Costume balances must be paid in full with Nov. 1st tuition. ***Late fee of \$15.00 will be added** to costume balance if costume is not paid in full by Dec. 1st. Costumes will not be ordered if not paid in full.

Parents/Guardian Signature: _____ Date: _____