

# Turning Pointe Centre for the Arts

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

## Studio Policies

All 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 ability, technical training and maturity. All 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. Registration Fee of (\$35) is due along with the first month's tuition. The registration, recital fees, costume deposits and tuition are non-refundable.

**Recital fee:** Each student pays a Recital fees (\$35) due at registration.

**Musical Theater fee:** Musical theater students pay a \$35 fee.

**Costume Fees:** 1-Costume deposit of \$55 is due upon Registration and remainder deposits of (\$55 per costume) should be included with Oct. 1<sup>st</sup> tuition. Deposits are non-refundable. Costume balances must be paid in full along with your November 1<sup>st</sup> tuition. **\*Late fee of \$15.00 will be added to each costume balance not paid in full by December 1<sup>st</sup>.**

**Tuition payments:** **\*Tuition is due on the Last Day of each month\***

{Monthly Automated drafts will be charged on the last day of the month and will be charged a \$3.00 monthly service fee.}

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 5<sup>th</sup> of each month or a **\$25** late fee will automatically be applied to your account unless prior arrangements have been made. Returned check fee is **\$35** per incident. \*If an account becomes 30 days without a payment, student will not be allowed to take classes 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 and/or legal fees incurred.

**All fees and tuition must be paid in full before a student can participate in our spring performances.**

**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

### **All Performances and Concerts:**

TPT, KWL, and TPCA's performances, concerts, tournaments and end-of-year concert is the culmination of work between the teacher, sensei and artist. Students perform separately for each class in which they are enrolled. Please consult the schedule for the performances, tournaments and recital dates. Students who miss classes and/or rehearsals for performances may have reduced roles or may be asked not to participate in production pieces, based on the director and teacher's discretion. No parent can be back-stage without permission and prior arrangements.

{All parents and family member will be required to purchase tickets to all performances. No tickets will be given free for any show.}

**Health Requirements:** TPCA, TPT, TPMT, Karate World and all **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 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 has been received and signed by the accounting office. *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. **NO EXCEPTIONS. DO NOT LEAVE STUDIO UNCOVERED.**

**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.

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_