



Business Policy

Dear Parents,

We need to inform you about some details and rules that we currently have in our business policy. The info below is very important, so we would like to ask please, for you to read it all with attention and we thank you in advance for your time, attention, cooperation and all the support!

Month Tuition, Cancellation of Enrollment, Month Prorate, Month Credit, Holidays and Late Fee

- **Month Tuition:** the monthly tuition is \$60 for 4 classes and this monthly payment is required in order to keep your child attending our ballet program every week. If we don't receive any payment **for 2 months**, the student registration will be automatically cancelled in our system and then, the student **will not be able** to continue attending the classes. In this case, for those students to come back in our program, they will need to re- enroll. All the late tuition and fees will have to be paid in full and also another registration fee of \$25, which is normally required **only one time** for new students, it will be required again in order to accept those students back in our program.

- **Cancellation of Enrollment:** in order to cancel your child's enrollment from our ballet program, we ask the Parents please, to email us and request the cancellation. We do appreciate this notice in advance, at least one month prior to the cancellation, but if not possible and the cancellation is done in the middle of the month, **we agree** to refund the Parents with any credit left in that last month.

- **Month Prorate:** if the school is open, but we have to cancel the class at a certain day for any reason, we will try to make up that cancelled class at another day in that same month or in a following month. If we cannot make it up, either for unavailability of the school schedule or our schedule, **we will prorate** that month or the following month, according to the time of the cancelled class. Also, if a **new student** gets enrolled in our program in the middle of the month, like in the 2nd or 3rd class, she or he will have the following month prorated.

- **Month Credit:** we **will not be able** to provide any credit for students that miss any class for any reason! So, if we have done the class at the school and the student **did not** attend that class in that month, either only 1 or all the 4 classes, this is not considered our responsibility and then, we will not be able to provide any credit. But, **we do care about our students**, so yes, we do appreciate the communication from the Parents to us, in order to keep us informed about any issue or reason for our students missing any of our classes.



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- **Holidays:** our classes will be running in according to the schools year schedule. So, if that is a holiday like for example President's Day today, but the schools are open, we will be there for the classes as well. If that is a holiday which the schools will be closed and per coincidence, it happens to be in our class day for your child's school, **we will not be able** to have our class on that day or make it up on another day. We **will not be able** either to give any credit for that holiday. So, **no credits will be given for any holidays or incidents during the year when the schools are closed!**

- **Late Fee:** the monthly tuition due date is on the 3rd of each month, but we have extended this time until the 10th. So, **any payment received after the 10th**, a late fee of \$10 must be applied in your payment and it will be required with no exceptions! **A late fee of \$25 will also be applied for the recital fee, when it is received after the required due date.** Please, try to make your payments on time and avoid paying the late fee!

We thank you again for your time and attention, your business and all the support! It is a pleasure for us to teach your child and we are happy and proud for having her/him in our ballet program. We will continue working hard to provide our students the best quality of teaching and learning in our ballet classes. This is our goal always!

Sincerely,

Kids. Dance & Fitness, Inc.