

Tuition and Attendance Policies

* We do **NOT** send monthly statements. All customers **must** have a card on file for payment processing. If you have a problem making the required payment please see Stephanie **prior to** the due date to make arrangements. Tuition fees are strict monthly rates based on the entire Fall/Spring 2018-2019 Season. Days in which classes do not meet due to a holiday are automatically made up in a month where five classes are scheduled instead of four.

- 1) *Auto-Pay Payment Plan*-Tuition is due on the 1st of each month. Tuition will be charged automatically between the 1st and the 5th of the month. Rate may change if card is "declined," "denied," or a "NSF" forbids authorization. If we are unable to reach you for payment by the 10th of the month, a \$10.00 late fee will incur. It is ultimately the duty of the customer to ensure that Dorothy Keck Dancers has received his/her payment by the 10th of the month. *An additional \$10.00 fee will be added when a past due amount rolls over to the next calendar month.*
- 2) *Auto-Pay Can Be Avoided*-If you do not wish to make your monthly tuition payments via Auto-Pay, you must make your monthly tuition payment prior to the 1st of the month. Customers are required to have a card on file even if they intend to make tuition payments prior to the 1st by cash or check.
- 3) *Thirds Payment Plan*-Customers who wish to pay for at least three months at a time will receive a 7% discount off our monthly tuition rate. First payment is due at the time of registration (Sept.-Nov.), second payment is due December 1 (Dec.-Feb.), and the third payment is due March 1 (Mar.-May). No adjustments or refunds will be given if the student fails to complete the session. Payments received after the 10th of the month will be processed at standard monthly rates.
- 4) *Yearly Payment Plan (9 months)*-Customers who pay for the entire 9-month season upfront will receive a 10% discount off our regular monthly rate. Tuition is due at the time of registration. No adjustments or refunds will be given if the student fails to complete the session. If the session is extended after yearly tuition payment has been received, additional tuition costs may occur.
- 5) *Withdrawal Policy*-Students register for the entire Fall/Spring session or remainder of the session (September 4, 2018-June 2, 2019) at the time of enrollment. If a student no longer wishes to attend classes, his/her guardian is required to formally withdraw him/her by the 15th of the month **PRIOR TO** the month participation in classes will cease. Full monthly tuition is due in the month where notification is received. If notification is received **after** the 15th of the month, the customer is responsible for the next month of tuition. For example, if a student stops attending class on March 8th and the customer returns a withdrawal form to the studio office by March 15th, the customer will be released of financial responsibility for April and May tuition. If the customer returns the withdrawal form to the studio office after March 15th, the customer will be responsible for April tuition, but released from financial responsibility for May. Customers who choose to pay tuition in thirds or yearly payment plans will not receive any refunds or adjustments for any remaining months of the session.
- 6) *Attendance*-Students are expected to attend the class(es) for which they are registered. If a student misses four consecutive weeks of class without making formal arrangements with Studio administration, his/her space in class will be forfeited for the next calendar month. Students with excessive absences may not be allowed to participate in our annual recital.
- 7) *Make-Up Classes*-The Studio does not pro-rate or make adjustments for missed classes. Students may be able to make up classes missed (due to illness or injury) within the same month the class was missed. Make-up classes are not guaranteed and are only available for classes with equivalent class options that have space available. Students with past-due balances waive all rights to make up classes and any performance opportunities. Only one make-up class is allowed per calendar month and only at the discretion of the teacher and studio administration.
- 8) *Returned Checks*-A \$25.00 service charge will be added to all checks returned by your bank for any reason. All returned checks must be taken care of in cash.
- 9) *Past-Due Account Balances*-Any student with a past-due account balance will not be allowed to participate in any Dorothy Keck performances, shows, recitals, make-up classes, or events. Costumes will not be released to customers with past-due balances. If a student's tuition payment remains unpaid by the third week of the calendar month, the student will not be allowed to return to class until his/her tuition is up-to-date.
- 10) *Refunds*- Refunds will only be given if a class is canceled by the studio due to insufficient enrollment.

General Courtesies

To ensure that classes flow smoothly and our facility is kept clean and safe, we ask the following of all of our students and customers:

- **No Food and Drink Allowed – Parents are not an exception.**
- Please do **not** open studio doors while classes are in session.
- If a student must leave a class early, please notify his/her teacher prior to the start of class. If an emergency requires your child's early dismissal, please find a staff member to remove your child from class for you.
- All children not attending a class must be fully supervised by a parent at all times.
- Students may not be dropped off at the studio more than 10 minutes before their scheduled class unless prior approval is obtained by the studio office.
- Students should be picked up immediately after class. If for some reason this is not possible, please call the studio so we can reassure your child that you are on your way.
- We encourage all parents to come **inside** the Studio to pick up their child from class.
- Parents and guests may always watch class through our viewing windows. If you have questions or concerns regarding your child's development in class please feel free to call and speak to your child's instructor. All calls requesting to speak with a member of our teaching staff will be returned before or after the scheduled teaching day.

All students must wear dance apparel in class. No "school clothes" or "outside shoes" are allowed.
Please see Dorothy's Dance Shop for a complete dress code list.

We feel that all students should wear a cover-up to and from class.

Dress Code

No Payless, Target, or Walmart dance shoes please!

Mommy and Me and First Steps Classes

Leotard and Tights, Pink Ballet Shoes

Level 1 and 2 Classes

Leotard, Convertible Tights, Black Tap Shoes with Tap Ties, Pink Ballet Shoes

Shake It Up! and Move It!

Biketard or Leotard, Dance Shorts, Fitted leggings or Harem Pants permitted, Black Jazz Shoes

Level 3 and 4 Classes

Leotard, Tights, Pink Split-Sole Ballet Shoes, Black Lace-Up Tap Shoes, Jazz Shoes (tan preferred)

Jazz/Dance Team/Contemporary Classes

Leotard, Tights, Fitted Leggings or Dance Shorts permitted, Jazz Shoes (tan preferred)

Hip Hop Classes

Fitted Shirt, Baggy Pants that cover knees, Black Jazz Shoes or Black Dance Sneakers

Acrobatic Classes

Leotard or Biketard, Dance Shorts or Fitted Leggings permitted, Bare Feet

Ballet/Lyrical Classes

Leotard, Pink Tights, Ballet Skirt (optional), Pink Split-Sole Ballet Shoes

Tap Classes

Fitted Shirts or Leotard, Tights or Fitted Leggings, Black Tap Shoes with Built-In Toe Box (see staff for specific shoe requirements)

Calendar

Fall/Spring Session Begins:	Tuesday, September 4
Costume Fees Due:	Saturday, November 10
Halloween (studio closed):	Wednesday, October 31
Thanksgiving Holiday (studio closed):	Monday, November 19-Saturday, November 24
Classes Resume:	Monday, November 26
Holiday Class Demonstrations:	Saturday, December 15-Friday, December 21
Holiday Break (studio closed):	Saturday, December 22-Friday, January 4
Classes Resume:	Saturday, January 5
Recital Fees Due (discount rate):	Saturday, December 1
Recital Fees Due:	Saturday, January 12
Spring Break (studio closed):	Monday, March 11-Friday, March 15
Classes Resume:	Saturday, March 16
Memorial Day (studio closed):	Monday, May 27
Fall/Spring Session Ends:	Thursday, May 30
Dress Rehearsal (Lila Cockrell Theater):	Saturday, June 1, 2019
Recital (Lila Cockrell Theater):	Sunday, June 2, 2019

We hope you enjoy your dance experience with us!

Visit our website at www.dorothykeckdancers.com for additional information.



Dorothy Keck Dancers

Tuition Rates for 2018-2019 Fall/Spring Session

These rates are for one family member. Please ask the Studio about special family rates.

Class Hours Weekly	Monthly Payments	Payments in Thirds+	Yearly Tuition* (9 months)
1 hour weekly	\$65.00	\$182.00	\$527.00
1.25 hrs. weekly	\$80.00	\$224.00	\$648.00
1.5 hrs. weekly	\$90.00	\$252.00	\$729.00
1.75 hrs. weekly	\$95.00	\$266.00	\$770.00
2 hrs. weekly	\$100.00	\$279.00	\$810.00
2.25 hrs. weekly	\$108.00	\$302.00	\$875.00
2.5 hrs. weekly	\$113.00	\$316.00	\$916.00
2.75 hrs. weekly	\$119.00	\$332.00	\$964.00
3 hrs. weekly	\$129.00	\$360.00	\$1045.00
3.25 hrs. weekly	\$135.00	\$377.00	\$1094.00
3.5 hrs. weekly	\$140.00	\$391.00	\$1134.00
3.75 hrs. weekly	\$145.00	\$405.00	\$1175.00
4 hrs. weekly	\$156.00	\$435.00	\$1264.00
4.25 hrs. weekly	\$161.00	\$450.00	\$1304.00
4.5 hrs. weekly	\$166.00	\$464.00	\$1345.00
4.75 hrs. weekly	\$172.00	\$480.00	\$1394.00
5 hrs. weekly	\$177.00	\$494.00	\$1434.00
5.25 hrs. weekly	\$182.00	\$508.00	\$1475.00
5.5 hrs. weekly	\$187.00	\$522.00	\$1515.00
5.75 hrs. weekly	\$193.00	\$539.00	\$1564.00
6 hrs. weekly	\$198.00	\$553.00	\$1604.00
6.25 hrs. weekly	\$203.00	\$567.00	\$1645.00
6.5 hrs. weekly	\$209.00	\$584.00	\$1693.00
6.75 hrs. weekly	\$214.00	\$597.00	\$1734.00
7 hrs. weekly	\$219.00	\$611.00	\$1774.00

Trial class rates are \$15.00 per class at Studio approval only (one per student only).

+For payments that include three months of tuition paid in advance,
7% discount off the Monthly Payment Rate.

*For payments that include yearly tuition (9 months) paid in advance,
10% off the Monthly Payment Rate.

Tuition payments will be run automatically between the 1st and 5th of each month. A **\$10.00 late fee** will be added to the regular monthly payment rate for tuition payments not received by the 10th of the month.



Annual Registration Fees

\$45.00 per student

\$25.00 for each additional family member

*Students must re-register if absent from class for four consecutive weeks without making formal arrangements with a Dorothy Keck Dancers staff member.

All tuition and fees may be made by check, cash, or credit card.