

Studio Rules, Policies, and Guidelines

Please read the following policies carefully, and initial to demonstrate your understanding.

Tuition

There are **no refunds** on any tuition paid. A drop credit may be requested for illness, injury, or family emergency, and, with written verification, there will be no drop fee. However, for other forms of drop, there will be a \$30 drop processing fee per class.

There is a non-refundable annual registration fee of \$25 which includes a free California Arts Academy t-shirt.

Installment payment plans are available, and payments will be due on the fifth of the month. After a ten day grace period, a \$15 late fee will be applied.

There is a \$30 returned check and credit card fee.

Make-Up Classes and Illness

We ask that you notify the office of a student's absence in advance of the class. By doing so, the student will be entitled to a make-up class. Please arrange make-up classes through the front office.

No make-ups may be taken in the last two weeks of classes.

Green Admit Slips

No one will be admitted into a class in which they are not enrolled without a green slip. Please allow ten-fifteen minutes to pick up a green slip from the office before a class.

Safety and Nutrition

For safety purposes, no child is allowed to leave the school building without a parent's supervision.

No food or drink (except for bottled water) is allowed in the dance studios or in any carpeted area.