

RHYTHM 'N' DANCE ACADEMY POLICIES

REGISTRATION:

- ◆ Classes are ongoing. We will continue to take your child into our classes unless we are directly notified by the parents or legal guardian in writing via our e-mail address below.
- ◆ A 30 day notice to drop is required in writing via E-Mail, **before** the month in question. You are still responsible for the full tuition amount for the 30 days following e-mail notice. We require date and time stamp confirmation that e-mail provides to properly give an accurate drop date for your final bill! **Notifying your school's director, principal, teachers or a written note or phone message will not be accepted for drop notices, you must contact us directly at: admin@rndacademy.com.**
- ◆ After signing up, you are financially responsible for all classes offered to your child whether in attendance or not.
- ◆ Classes are held once a week. Months consist of 4 classes.
- ◆ We will schedule make-up classes when a class is missed if our teacher is out sick. You will be notified in writing of the make-up day and time in advance.
- ◆ Rhythm 'n' Dance will be closed for three weeks out of the regular school year: one week in December, January & April, you will still be required to pay for these months in full.
- ◆ Rhythm 'n' Dance is closed for 4 weeks during the summer: the first 3 weeks of August through Labor Day. Please pay your normal tuition unless otherwise notified in advanced. Some Schools have earlier restart dates.
- ◆ Classes will be cancelled in the event of bad weather conditions OR unforeseen school events or natural disasters and fires that directly effect where classes are held. Classes cancelled due to inclement weather or natural disasters and events will be forfeited.
- ◆ Refunds or make-up classes are not given for individual absences or Major Holidays.

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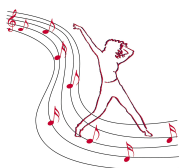
- ◆ Payments are due on the 1st of each month.
- ◆ There is a late fee for all payments received after the 5th of the month. If paying after the 5th, include a \$10.00 late fee with your payment. An additional late fee will apply for each month tuition is not paid, that means if you are 3 months behind that's 3 separate late fees equaling \$30.00 each month balance is not paid in full.
- ◆ We accept checks, travelers checks, cash, money orders, and credit/debit cards (via on-line or auto-pay). For more information paying with a credit/debit card, please visit www.rndacademy.com. *A 4% service fee applies!*
- ◆ *Please use the On-line Payment section when paying with a credit or debit card! A 4% service fee applies!*
- ◆ We do not prorate unless you are signing up mid month. Vacation notices must be submitted in writing to or e-mailed BEFORE the month in question. If your child is absent, the class is forfeited. There is a 2 week max on Vacations.
- ◆ Make all checks payable to Rhythm 'n' Dance or RnD Academy.
- ◆ Rhythm 'n' Dance will make **no refunds**, this includes single classes missed by students as well as early drops or school Holidays. Refunds will only be given if Rhythm 'n' Dance decides to withdrawal from classes.
- ◆ In the event tuition or money is paid and received for services and/or classes without the proper registration form or consent form, payment and signature on payment will serve and be recognized as consent of students enrollment. Parent or guardian will automatically assume responsibility for all policies and cost incurred once said payment or money is received unless otherwise specified in writing with the payment whether it be cash, check, credit card or money order.
- ◆ There is an annual registration fee of \$20.00 per child due upon initial registration and then every September.
- ◆ There is a Bounced Check Fee, Stop Payment Fee or Return Item Fee of \$35.00 per item.
- ◆ There is a \$35.00 decline fee for each CC charge attempt. Credit Cards are run twice before a different payment method will be required to resolve any outstanding balance.

COMMUNICATION:

- ◆ All students must have a current e-mail address on file! All updates, notices, reminders and other correspondence to the parents are mostly done through e-mail, late notices are initially left at your child's school.
- ◆ Rhythm 'n' Dance sends out a bi-monthly e-mail to all RnD families. Please notify us immediately if you are not receiving these e-mails. Please add us as a contact so our e-mails are not sent to spam!
- ◆ All correspondence with Rhythm 'n' Dance must be made by calling our **voicemail** at (949) 429-0196, writing to us at the address below, or by e-mail (with the exception of Drop Notices, those must be done through E-Mail notice ONLY - 30 days in advance.)

DO NOT LEAVE MESSAGES WITH YOUR SCHOOL'S DIRECTORS, PRINCIPALS or TEACHERS.

We do not take or accept messages left for us at the schools. You must contact us directly.



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