

## Bull City Athletics Dance Program 2018-2019 Policies and Procedures

**During the months of August – May, BCG's tuition-based programs are auto-debited monthly with no long-term commitment.**

**Registration:** A non-refundable membership fee of \$35 per student (max \$75 per family) is required yearly upon registration. The membership is valid until August 3, 2019. Tuition is payable monthly and will be prorated if a student joins mid-month.

**Family Discount:** Your family pays the full tuition on only one student's tuition. All lesser tuitions for immediate family members enrolled in BCA programs are discounted 15%.

**Payment of Fees:**

Auto-Payment by Debit or Credit Card Charge: Each family must provide a credit or debit card associated with their Parent Portal online account. After initial registration, subsequent monthly tuitions will be charged to your debit or credit card on the 25<sup>th</sup> of each month, and your child will be guaranteed their spot in class.

Alternative Payment Methods: To opt out of direct debit, simply pay your tuition in person, online, or by phone anytime BEFORE the 25<sup>th</sup> of the month. Your account will then be credited and the card on file will then not be charged for the next tuition payment.

**Withdrawals:** Withdrawals may be processed at the end of any month. To withdraw from class the parent/guardian must complete a withdrawal form or email info@bullcitygymnastics.com before the 25<sup>th</sup> of the month to withdraw for the following month of classes. Auto-payments will be terminated at the time of withdrawal. There will be a 5% fee for processing withdrawals after the start of a new month.

**Refunds:** If a student is unable to complete a month of classes, make-ups will be offered to account for the difference. No refunds will be given. Bull City Athletics reserves the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given.

**Returned Checks:** A fee of \$30.00 will be charged for checks returned by the bank for any reason, including electronic and paper checks.

**Long/short months:** Tuition is budgeted on a 40-week school year (10 months x 4 weeks). Class tuition does not rise with longer months or lower with shorter months. Over the year, the 10 months of August – May average 4 weeks each.

**Extreme Weather, Substitutions or Unexpected Interruption of Classes:** If the school must cancel classes due to extreme weather or events beyond our control, the student will be entitled to make up that class at a later date. Make-ups must be scheduled with the office to ensure space for your child. No refunds for lessons missed due to these reasons will be given. The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If feasible, the school may also combine two classes for that lesson.

**Missed Classes and Make-ups:** As a courtesy to our customers, 1 make-up class may be taken per month for missed classes. The make-up must be scheduled with the office to ensure space for your child. Account credit may be issued for missed classes due to extended illness or injury. Please inform the office immediately should this occur.

**Dress Code:** Appropriate dance attire must be worn to all classes. Proper dance leotards and shoes are required for all levels of dance. Athletic attire and shoes are required for hip-hop dance classes. Students may not wear jeans or jewelry, and long hair must be tied back.

**Parents' Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities and dates the school is open or closed. The school will post all such notices at the school, on the school website, and send appropriate notices home with the students. It is the responsibility of the parents or adult students to inform the school of any e-mail, address or telephone number changes.

**Care of Students:** The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class. BCA reserves the right to charge \$1/minute to students who are not picked up within 10 minutes after the end of their class. Siblings of students must be supervised by the parent/guardian at all times while in the building and are not allowed in the gymnastics area or on any equipment.

**Injuries:** Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal activity or any other activity conducted by the students before, during, or after class time. School waiver must be completely filled out prior to the start of classes.

**Photo Release:** BCA is hereby granted permission to take video and/or photographs of the students to use in brochures, websites, posters, advertisements, and other promotional materials. Permission is hereby granted for the school to copyright such photographs in its name.

**I have read and understand the above policies and procedures and agree to abide by them.**

Student Name(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

