

DANCE ALBERTA TERMS AND CONDITIONS

By enrolling in a program in Dance Alberta you are adhered to agree to and comply with Dance Alberta's Terms & Conditions as outlined below:

1. All policies and procedures outlined which Dance Alberta has laid out in the Dance Alberta Handbook which is readily available the Dance Alberta website (www.dancealberta.com) or you can ask a staff member for a copy of the Handbook.
2. **That Payment is due the 1st of every month and if not paid by the 7th of the month, a late fee of \$10 will be added to my monthly fee**
3. Participating in performances is part of the program you have enrolled in and agree to pay the costume deposit as required on a class to class basis. A note will be provided to the instructor and the Front Desk within the first month of classes, if a student wishes to not be participating in performances.
4. 10% of the costume deposit is non-refundable after registration, and that after October 30th, 100% of the costume deposit is non-refundable.
5. **If for any reason a student chooses to withdraw from all or any classes, one (1) month's written notice will be submitted to the Front Desk** (forms are available). If this is not done, payments will continue to be deducted for the class. No phone or fax withdrawals accepted; withdrawal must be signed by a Dance Alberta Manager/Director upon submission to be considered valid and binding.
6. Regular classes run from September to June and by registering the student has signed up for the entire season (35 weeks of classes).
7. NO withdrawals are accepted after April 30th, unless accompanied by a Doctor's Note.
8. Dance Alberta is a not-for-profit organization and as such fundraising is an integral part of how funds are raised in order to operate the school and a post dated Fundraising Deposit (cheque or credit card) may be required of which will be cashed if chosen NOT to participate in fundraising activities during the dance season.
9. Information pertaining to students and the classes will be posted on the notice boards and on the website as required, and it is the student or the student's guardian responsibility to keep informed.
10. Dance Alberta is not responsible for child(ren) before or after the class and an appropriate guardian must be in the school to drop off and pick up underage students within 10 minutes of the end of class.
11. Occasionally classes may have to be cancelled due to low enrollment as late as one month after the start of the term.
12. All students must abide by the rules of the classroom: attire, discipline, participation, etc. (see School Policies in Handbook & on the website).
13. **All payments returned by the bank as NSF will be charged an additional \$25.00.**
14. If for any reason, a student must miss a class, the school must be informed in advance of the absence.
15. Dance Alberta must be notified of any change in the contact information.
16. **Registration is not complete** until Dance Alberta has received the Initial Payment, the Fundraising Deposit and has a signed copy of both the Privacy Act and Liability Waiver documents. These are available at the school office or you can print them off our website and return a signed copy to the school. Only originals will be accepted, no photocopies or faxes are acceptable.
17. The Family Membership Fee of thirty-five dollars (\$35) is non-refundable, and expires next year, on Aug 31st.