
POLICIES (Last updated 8/15/2015)

PAYMENT POLICIES

- **Payment Methods** AIM accepts cash, check, Visa, MasterCard, Discover, and AmEx. Payment can be made in person, or over the phone.
- **Return Check Fee** \$35 fee for all returned checks. After two returned checks, families will be required to pay via credit card or cash.
- **Registration Fee** \$35 due at registration. Charged annually per family.
- **Tuition** 9 equal monthly installments due on the 1st of each month, Sept-May. Tuition is the same each month regardless of the number of classes in that month, holidays, student absences, or inclement weather closings.
- **Tuition Discounts Families enrolled in multiple classes:** all but the longest class will be discounted by 10% (for 2-4 classes) or 15% (for 5+ classes).
- **Late Fee** A late fee of \$15 per dancer will be assessed on unpaid accounts on the 10th of each month. Any student with an overdue balance will not be allowed to participate in class or perform in the Recital until balance is paid in full.
- **Performance Fee** \$160 for one child, \$150 for each additional sibling. Due Nov 1. Includes 1 costume, 2 recital tickets, and Finale T-Shirt.
- **Costume Fee For students enrolled in more than one class:** \$80 per costume for each additional class. Due Nov 1. Combination classes perform only one dance and thus purchase only one costume.
- **Refunds** AIM has a strict no-refund policy. No refunds are given for any payments at any time for any reason.
- **Withdrawal** Non-attendance does not constitute withdrawal. A written notice of withdrawal (email preferred) is required with 30 days advance notice to remove a child from class. Tuition charges will cease 30 days after the written notice of withdrawal is received. Refunds will not be given.

STUDIO POLICIES

- Important communication regarding tuition, recital details, studio events, etc., is sent regularly via email. Please make sure that AIM has a current email address on file. Parents are responsible for informing AIM of any changes to their contact information.
- Students are expected to conduct themselves in a respectful manner at all times while at AIM. Instructors reserve the right to have disruptive students sit out of class activities or remove them from the classroom at any time.
- Dancers must adhere to AIM's dress code, including hair being pulled back away from the face neatly in a bun. Those who do not adhere to AIM's dress code will be sent home with a written notice to parents. After the third offense, the student will not be permitted to participate in class.
- Students of all ages should use the restroom before class. Dancers must be fully potty-trained before enrolling in classes at AIM.
- Parents of students in Kids In Motion classes (3-6 yrs) are required to stay in the building during their child's class.
- AIM provides a water cooler for students. Starting September 2015, we will no longer provide cups. Students should bring water bottles with them to class. All other food and beverages are prohibited in the studios.
- Street shoes are not allowed on the dance floor. Hip Hop dancers must have shoes specified solely for dance class and should not wear them outside.
- Students, parents and siblings may not enter the studio at any time without an instructor present. Parents may not enter the studio during class or open the door for photographs unless invited by the instructor.

CANCELLATION POLICIES

- AIM does not offer make-up classes or give refunds for classes canceled due to inclement weather. If classes need to be cancelled, an email will be sent out and the studios outgoing voicemail message will be updated. Families will not be notified by telephone.
- If classes are cancelled by AIM due non-weather related reasons, make-up classes will be offered. Refunds will not be given.

ATTENDANCE POLICIES

- **Students with 5 or more absences in the spring semester (Jan-May) will not be permitted to perform in the Spring Recital.**
- Consistent attendance is crucial in order to progress in any class. Students who are recurrently late or absent may be moved to a lower level class.
- Students should arrive at least 10 minutes early to class to be ready for class when it begins.
- **For their own health and safety, students who arrive 15 minutes late will not be allowed to participate in class.**

PERFORMANCE POLICIES

- Performing in the Spring Recital is a privilege. Instructors and the Director of AIM reserve the right to remove a student from a performance piece at any time due to absences, lateness, or disruptive behavior in class.
- All Recital rehearsals are MANDATORY. Dancers who do not attend their required rehearsals will not be permitted to perform in the Recital.
- Recital Info Packets will be handed out in January. Parents are responsible for staying informed of rehearsal details, costume and ticket info, etc.
- **Students will not be allowed to perform in the Recital if their account is not current.**

These Policies may change at any time. It is the responsibility of parents to stay informed of any changes or updates to the Policies.

By signing below, I agree that I and my child(ren) will adhere to all policies listed above. I understand that failure to adhere to these policies may result in my/my child(ren)'s dismissal from AIM's programs and classes without refund.

Student(s) Name(s): _____ Parent Name: _____

Parent Signature: _____ Date: _____