



Policies & Procedures for 2010-2011

TUITION POLICIES

- Tuition is due the first week of each month.
- The tuition rates are based on a 4-week month. Some months will have more or less than 4 classes and you will be charged accordingly. Summer fees based on 8-week session.
- A \$10.00 late fee will be added to all tuition not paid by the 10th of each month.
- CF Dance staff reserve the right to not allow students to take classes at CF Dance Academy when tuition is past due (not paid in full by the 10th of each month)
- An annual registration fee of \$20.00 per student will be charged to your account and will cover your registration from September 2010 – August 2011. New summer 2010 student's registration will apply to September 2010 registration fees
- Make -up classes need to be scheduled under the supervision of the DIRECTORS. Please contact them for assistance.
- A minimum of 8 students must be registered for a class before instruction of that class can begin. Some exceptions and arrangements may be made by CFDA DIRECTORS.
- We accept check, money order, cash, Visa, MasterCard, Discover.
- There is a \$25.00 fee for all returned, NSF or stop-payment checks.
- There are no refunds and no adjustments for missed classes, except for long periods of time with arrangements made in advance. Please provide written or emailed documentation.
- Siblings are granted a 5% discount off of each student's monthly tuition.



Parent Observation Policies

Parents and other family members are permitted to observe classes during the first class meeting of each month only.

In our 25 years of teaching children, we have found that allowing your child to have the teacher's full attention will greatly increase your child's learning abilities. You will find that your child will retain classroom curriculum better and be less distracted during class time. This is especially true for the age groups of 2.5–8 year olds.

If your child has special health needs, please discuss this with your instructor. If you have any other questions or concerns regarding our parent observation policy, please discuss with your instructor or contact one of our directors.

Thank you for your support!