

Allegro School of Dance Ltd.

PAYMENT TERMS AND CONDITIONS

- THERE WILL BE 36 WEEKS OF INSTRUCTION THROUGHOUT THE YEAR, DIVIDED INTO TWO EQUAL PAYMENT TERMS. THE FIRST TERM WILL BEGIN ON MON. SEPT. 12, 2011 & THE SECOND WILL BEGIN ON MON. JAN. 30, 2011.
- TO SECURE A PLACE IN A CLASS, TWO POST-DATED CHEQUES RECEIVED AT THE TIME OF REGISTRATION OR A VISA / MASTERCARD NUMBER MUST BE INCLUDED ON THE REGISTRATION FORM.
- IF PAYING BY CHEQUE, THE FIRST CHEQUE SHOULD BE DATED FOR AUG. 29, 2011 or JULY 4, 2011 (for Pre-Reg prices) AND THE SECOND CHEQUE SHOULD BE DATED FOR JAN. 16, 2011.
- IF PAYING BY VISA OR MASTERCARD, YOUR CARD WILL BE AUTOMATICALLY BILLED ON AUG. 28, 2010 or JULY 1, 2010 (for Pre-Reg prices) AND AGAIN ON JAN. 16, 2012.
- IF YOUR CHILD WISHES TO WITHDRAW FROM A CLASS, ALLEGRO SCHOOL OF DANCE MUST RECEIVE WRITTEN NOTICE AT LEAST TWO WEEKS PRIOR TO THE COMMENCEMENT OF THE TERM (BEFORE AUG. 29, 2011 (FOR TERM 1) or JAN. 16, 2012 (FOR TERM 2)). IF WRITTEN NOTICE IS RECEIVED, THEN YOUR CHEQUE WILL BE RETURNED OR YOUR CARD WILL NOT BE BILLED. EXCEPTIONS WILL NOT BE MADE TO ALLEGRO SCHOOL OF DANCE'S REFUND POLICY UNLESS A DOCTOR'S NOTE HAS BEEN RECEIVED.
- IF YOU HAVE PRE-REGISTERED BUT CHOOSE TO WITHDRAW FROM CLASSES AFTER JULY 4, 2011 AND BEFORE AUG. 29, 2011 YOUR FULL TUITION WILL BE REFUNDED MINUS A \$25 PROCESSING FEE.
- A COSTUME FEE FOR THE YEAR-END RECITAL HAS BEEN INCORPORATED INTO THE TERM PRICE FOR ALL RECREATIONAL CLASSES. IF YOUR CHILD WILL NOT BE PARTICIPATING IN THE RECITAL, PLEASE INFORM ALLEGRO SCHOOL OF DANCE BEFORE JAN. 16 AND YOUR 2ND TERM CHEQUE WILL BE ADJUSTED FOR THE TOTAL COST OF THE COSTUME. IF YOUR CHILD CHOOSES NOT CONTINUE FOR 2ND TERM, YOUR COSTUME DEPOSIT FROM 1ST TERM WILL NOT BE REFUNDED. ALL COMPETITIVE COSTUMES ARE IN ADDITION TO THE COMPETITIVE PRICE LIST AND WILL BE INVOICED INDIVIDUALLY DEPENDING ON THE COSTUME.
- FOR INSURANCE PURPOSES, IT IS MANDATORY FOR PARENTS TO SIGN AND AGREE TO THE "RELEASE OF LIABILITY" FORM BELOW. DANCERS WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS UNLESS THIS FORM HAS BEEN SIGNED AND RETURNED.
- A \$20 SERVICE CHARGE WILL BE APPLIED TO ALL RETURNED AND NSF CHEQUES.

POLICIES AND PROCEDURES

- **Make Up Classes** - Students are allowed two make up classes per term. Please notify the studio before attending a make up class. Classes that fall on statutory holidays are in addition to these two classes.
- **Extreme Weather or Unexpected Interruption of Classes** – If the studio must cancel classes due to extreme weather or events beyond our control such as power outages, etc, the missed lessons will be added on to the end of the year or made up on another day throughout the year. No refunds will be given due to the circumstances listed above. Please check the website after 12 noon for cancellations or call the studio.
- **Substitute Teachers** – The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If the teacher is ill and the studio cannot arrange a substitute, any missed classes will be made up.
- **Care of Students** – The studio is not responsible for providing before or after class care for students. Parents with students under the age of 5 should stay at the studio during classes. Students are not to be left at the studio for excessive time before or after class.
- **Dance Dress Code** – Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out. Long hair must also be tied back neatly in a ponytail and in a bun for all Level 1+ ballet dancers.

****CLASSES BEGIN ON MONDAY, SEPTEMBER 12th ****

August 12, 2011

Dear Parents and Students,

Thank you for choosing the Allegro School of Dance. We are planning an exciting and fun-filled year at the studio and we appreciate the opportunity to work with you and your children.

In this package you will find an Information Sheet regarding uniform details and important dates, as well as the Studio Payment Terms and Conditions, Studio Policies and Procedures and a Receipt or Invoice which can be used to claim your fitness tax credit.

New this year, we will have desk staff working at the studio from 2pm - 9pm from Monday to Thursday and on Saturdays from 9am - 3pm. If you have questions about invoicing, you may visit the desk staff during office hours or call the studio. Also, if at any time you may have questions or concerns pertaining to dance classes, please feel free to contact me by phone or email and I will get back to you as soon as possible.

Just a reminder, please do not hand payments or registration forms to dance instructors while they are teaching. Please leave them with the desk staff in the office or you may also place cheques in the locked white mailbox beside the front door.

If you are expecting mail or a receipt/invoice from the studio, please check the Invoice / Receipt file folder that is located underneath the TV in the waiting area.

The year-end recital is not yet scheduled as we are waiting on an assigned date from the Oakville Centre. However, I assume it may be the last weekend in June (June 22-24). As soon as a date is confirmed a note will be posted in the studio.

Once again, thank you for choosing the Allegro School of Dance and we look forward to another wonderful year of dance in 2011/12!

Sincerely,

Laura Dacyshyn

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