

1. Registration:

- A yearly \$50.00 per family registration fee is due at fall registration
- A \$10.00 discount will be given at time of registration if registered before August 15th
- Students will not be able to participate in class unless Liability Release Form has been signed and returned

2. Discounts:

- A 10% discount applies when 3 or more classes are taken per family
- A 10% discount applies when 2 or more students of the same family are enrolled in Eisenhower Dance Youth Ensemble, EDDYE

3. Tuition:

- Tuition bills automatically on the 1st of each month from September 1st - June 1st
- June tuition is billed as a half month
- A prorated tuition amount will be billed for classes joined mid month
- Tuition is based on a flat rate per year and then divided into 9 1/2 monthly payments
- If a student must drop for any reason, Eisenhower Dance Detroit will need to be notified at least 15 days prior to the 1st of the next month.
- NO REFUNDS ARE ISSUED FOR MISSED CLASSES FOR ANY REASON

4. Costume(s):

- Payment is due for costume(s) on or before October 15
- A purchase of 3 or more costumes has the option to pay in two installments due October 15 and November 15
- Costume fees will range in price from \$65-\$105
- Costume fees must be paid prior to receiving a costume
- A \$20.00 shipping fee will be added to the Costume Fee for registrations after January 1st..

**Billing and Class Policies**

5. Payment Options:

- All tuition payments are set up as automatic payments and are billed to the card on file on the 1st of each month
- Eisenhower Dance Detroit accepts: Visa, MasterCard, Discover or American Express for automatic payments
- Additional fees may be paid by cash or check. The business and/or finance manager must be notified if paying by cash or check. If not notified, the card on file will be run on the scheduled due date.
- Checks should be written to Eisenhower Dance with the student's name and what the check is for (i.e. Showcase Costumes) in the memo

6. Late Payments:

- A \$20.00 late fee will be applied to late tuition and costume payments
- Tuition payments will be considered late on the 15th day of the month
- Costume payments will be considered late on October 30th and/or November 30th (if purchasing 3 or more costumes)
- Students will not be allowed to continue attending class(es) if their balance is one month or more overdue

- All payments must be up to date prior to students performing in the Spring Showcase
7. Refunds:
- NO REFUNDS WILL BE GIVEN FOR REGISTRATION, TUITION, OR COSTUME FEES (See #10 below)
8. Returned Checks:
- A \$30.00 charge will be applied for returned checks
9. Class Changes:
- The business manager must be notified in writing of all class changes at least 10 days prior to a new month for billing adjustment
  - Class change forms are available in the office and are the responsibility of the parent not the teachers
  - Written notification is required for all class changes or tuition will continue to be charged and WILL NOT BE REFUNDED FOR ANY REASON
10. Minimum Enrollment:
- Class days and times are subject to change based upon enrollment
  - Eisenhower Dance Detroit reserves the right to cancel a class within the first two weeks of the session if a minimum enrollment is not met
  - In this case, tuition will be refunded
11. Environment:
- Our staff works hard to foster a respectful and nurturing environment at our studios
  - Eisenhower Dance Detroit has the right to take appropriate and necessary actions including giving time-outs, asking a parent to be present during classes, and the temporary or permanent removal of a student from class if this environment is disrupted by a student
12. Make-Up Policy:
- A make-up card may be requested in the office for missed classes
  - The card will allow the student admittance to any class at or below the level of the missed class within the same session
  - Eisenhower Dance Detroit strongly encourages students to make up any missed classes
13. Class Cancellations:
- Cancellations and notices will be posted on our website at [www.eisenhowerdance.org/school](http://www.eisenhowerdance.org/school), on our Social Media pages and via email.
14. Parent Observations:
- Parents are invited to observe classes during specified class observation dates
  - Recommended dance retailers:

Discount Dance Supply [discountdance.com](http://discountdance.com)

Fancy Footworks, Shelby Township 586-731-9350

The Dancers Boutique, Ann Arbor 734-973-1178

Barres and Blades, Orion Township 248-693-842

Loretta's Dance Boutique, Keego Harbor (248) 738-9496

**15. Dress Code:** See Website