

# IMD 26/27 STUDIO POLICY

## GENERAL STUDIO POLICY

### 1. REGISTRATION & ENROLMENT

- Every student must be registered and paid before the start of class.
- All fees are subject to GST.
- By registering for our Parent and Tot, Tiny Tots or Recreational program, you are committing to a full-year program (September–June), not a monthly program.
- Tuition is based on enrolment not how many classes are attended.
- Tuition will be pro rated based on time of registration
- Registration fee and Production fee must be paid at the time of registration and are non-refundable and non-creditable.

### 2. TUITION & PAYMENT POLICIES

- All holiday closures are factored into the total program fee. If you choose a payment plan, the full program cost will be divided into equal instalments.
- Families on a payment plan must be enrolled in Auto-Pay.
- Payments can be made via e-transfer, credit, or debit before the auto-pay deadline.
- A surcharge applies to credit card payments through our online system.
- If paying by method other than credit card and payment is late, your card will be charged and auto-pay charges will not be refunded.
- A \$25 late fee will be added 5 days after the due date.
- After 10 days overdue, the dancer will be removed from class unless prior arrangements are made.
- Any outstanding balance must be paid before returning to class.

### 3. LATE SEASON REGISTRARTION - AFTER FEBRUARY 1<sup>ST</sup>

- Tuition must be paid in full or in 2 equal instalments.
- No monthly/quarterly payment plans are available.
- Auto-Pay is required for instalment payments.
- No refunds or credits will be given if a student withdraws after this date.

### 4. DISCOUNTS & SPECIAL PRICING

- Yearly discounts do not apply after January 1st.
- Multi-hour discounts do not apply to classes added mid-month. Discounted hourly rates will begin at the next payment instalment.

### 5. WITHDRAWLS, REFUNDS & CREDITS

- Drop Out Date: February 1st
- Classes dropped before February 1st will receive a credit valid for 1 year.
- After February 1st, no credits or refunds will be given for dropped classes.

### 6. PAID IN FULL POLICIES

- Drop out before September 1st: 50% refund
- On/after September 1st: No refund, credit calculated based on the full monthly rate (no discount)
- If dropping on or after the drop date: No credits or refunds.

## **Studio Policies Continued...**

### **7. GENERAL POLICIES**

- IMD does not provide refunds.
- No refunds on surcharge fees.
- Camp cancellation policies are available through the front desk.

### **8. CREDITS**

- Credits can be transferred to a family member or friend.
- Credits remain valid for one season following only.

### **9. ATTENDANCE & MAKE UP CLASSES**

- No credits or refunds will be given for classes missed by students.
- Students may attend a make-up class of the same level/age group.
- Make-up classes are only permitted until March 1st; No make-ups are allowed after March 1st.
- Holiday closures do not qualify for make-up classes.

### **10. CLASS CHANGES & SCHEDULING**

- Classes must be dropped with written notice before the next payment date.
- IMD follows most school & stat holidays. Please take a look at our studio calendar
- Holiday closures are not credited
- The schedule is subject to change.
- IMD reserves the right to: Cancel or combine classes; Run classes in-person or via Zoom
- If a class is canceled and no suitable alternative is available, a credit or refund will be issued at the discretion of IMD (excluding non-refundable fees).

### **11. STUDIO POLICIES & EXPECTATIONS**

- By registering, you agree to follow: Studio policies and procedures, Studio dress code; Recital attire requirements
- IMD logos may not be used without permission from the director.
- By registering, you consent to email and text communications/marketing.

## **Production Fee, Recital & Costumes Policy**

### **RECITAL**

- End of year recital is a part of our program - all Tiny Tots, Recreational and Competitive dancers participate. Dancers are expected to attend all listed dates, including dress rehearsal. Dates may be multiple days.

### **PRODUCTION FEE & COSTUMES**

- The Production Fee is a deposit applied toward your dancer's recital participation and includes costume rental, a digital recital video, props, sets, accessories, music fees, production cost etc.
- \$85 Production Fee is charged for the first class. Each additional class is charged at \$70 per class.
- Costumes must be returned to IMD at the end of recital day.
- There will be a costume drop off week following recital for any non-returned items.
- Failure to return the costume will result in a \$100 replacement fee.
- Any damaged costumes, over and beyond regular wear and tear, will be charged a repair fee. If costume is not reparable, the \$100 replacement fee will be charged.
- Production fee is non-refundable