

# MONGAN DANCE ACADEMY (MDA)

## POLICIES

### Tuition

- The dance school year is divided into four sessions for tuition: Fall, Winter, Spring, Summer.
- A student's enrollment seat is officially reserved when tuition is paid in full. Registrants with unpaid balances may be placed on a waitlist or forfeit the seat.
- We accept cash, checks payable to *Mongan Dance Academy*, and credit/debit cards. There is a \$35 service charge for returned checks. Phone payments can be made by credit/debit card with a \$4 service charge.
- Students who are enrolled in a class will have first priority to remain in the class for the next session. Tuition must be paid in full two weeks prior to the start of the new session or the seat may be forfeited.
- A one-time annual administrative fee of \$25/family will be posted to each account. It covers all children in a family who are registered in consecutive sessions for the current dance year.
- **All payments are non-refundable unless the class is cancelled by MDA.**

### Missed and Make-Up Classes

- If the surrounding public schools are closed due to inclement weather, MDA will be closed **if the conditions are still unsafe at class time.**
- We will notify you via email and/or Facebook if classes are cancelled for any reason.
- If you miss a class, you can make up that lesson in another class of comparable style/age. Refunds are not given for missed classes. Limit 3 make-ups per session.

### Class Policies

- No one is permitted to be in the dance room unless approved by the instructor for extenuating circumstances.
- **Street shoes are NOT allowed on the studio dance floor at any time.**
- Your child's name should be written on all dance shoes, bags, equipment, and personal belongings. MDA is NOT responsible for lost or stolen property.
- Please notify MDA of a student's medical conditions or illnesses, food allergies, and/or medication in case of an emergency.
- When food is served at extra-curricular events (i.e., camps), you may provide your child's food/snacks/beverages in case of food allergies and/or dietary restrictions.
- Participation in the Annual Spring Recital is optional.

### Dance Attire

- Students must come prepared for dance class with appropriate dance attire and shoes.
- See the MDA website for required uniforms.
- Hair must be pulled back from the face, and long hair must be worn up. Students in Ballet levels I and higher must wear hair in a bun.
- Dance shoes shall NOT be worn outside.

**MONGAN DANCE ACADEMY (MDA)  
WAIVER**

**I have chosen to have my child participate in dance instructions and/or sponsored activities provided by Mongan Dance Academy.** I understand the nature of the activities that my child will be participating in, and that there is the possibility that, despite precautions, accidents and/or physical injury may occur.

I agree to release and hold MDA harmless, including its officers, agents, instructors, staff, volunteers, and employees, from any cause of action, claims, or demands now and in the future. I will not hold MDA liable for personal injury or personal property damage or loss sustained by my child, which may occur on the premises before, during or after classes, or which may occur at any MDA sponsored event outside the studio.

Furthermore I agree to read and follow MDA's Policies and take full responsibility for my child's behavior, in addition to any damage he/she may cause to the property, facilities, or equipment utilized by MDA.

My signature on this form and/or an electronic submission for registration and/or payment for tuition is proof of my intention to execute a complete and unconditional waiver and release MDA of all liability pursuant to the terms herein, and to accept all terms and conditions contained in MDA's Policies and Waiver. I am of lawful age and competent to sign this affirmation.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name