



Youth Class Policies 2011-2012

YOUTH TUITION is a yearly fee, based on 36 classes or lessons per year (September through June), payable in advance of classes.

Tuition is **NOT** based on a certain number of classes per month. _____(Initial)

Tuition is to be paid by a series of ten (10) post-dated checks dated the first of each month (i.e. Sept 1, Oct 1, etc) or by automatic monthly credit card payments (EFT). Checks should be made payable to MFAC or Metropolitan Fine Arts Center. Registration is confirmed only upon receipt of all checks. Failure to provide 10 postdated checks or a credit card on file will result in an extra monthly fee of \$15.00 per month. Bills will not be sent. All NSF checks and invalid credit card transactions will be automatically charged a \$25.00 service fee. _____(Initial)

Registration Fee: of \$35.00 per student is due at the time of registration. Registration fees are non-refundable. _____(Initial)

ADDITIONAL FEES

Production Fees

To help defray the cost of Production expenses such as the theatre rental, technicians, special effects, props, sets, etc, a non-refundable Production fee of \$100.00 per student will be collected by October 1, 2011. Production fee includes one (1) production DVD. Production fee does not include tickets.

Costume Fee

There is an \$84.00 (includes sales tax) non-refundable costume fee per student per class. Costume Fees must be paid at the time of registration with a check postdated no later than November 1st. Costume fee DOES NOT include tights or shoes. Costumes not claimed by July 1, 2012 will be automatically forfeited.

Music Theater Acting Production Fee

There is a \$50.00 production fee for Music Theater students and a \$30.00 production fee for Acting students to help defray the costs of performances during the year. This fee is due on January 1, 2012.

Performance Agreement: Performance is a vital aspect to a quality fine arts education. Our performance will allow students to demonstrate the tremendous amount of hard work and dedication they have exerted throughout the year. All students will be expected to attend all mandatory blocking and dress rehearsals for our Spring Production in order to participate in the recital. MFAC will produce a Christmas themed holiday performance during December. Participation is optional however, highly encouraged. **Students enrolling after January 1, 2012 must obtain permission from the director to participate in the Spring Production.** _____(Initial)

Attendance and Tardiness: MFAC reserves the right to ask students to observe class when arriving more than 10 minutes late. Repeated tardiness may result in termination of classes. A minimum attendance standard will be required. If a student misses more than 4 classes without written notice, MFAC reserves the right to terminate lessons. Students missing more than 3 classes after January may not be permitted to participate in the Spring Production and will thereby forfeit all associated costume and production fees. _____(Initial)

Class Cancellations: MFAC reserves the right to cancel any class not meeting minimum enrollment requirements. _____(Initial)

Studio Dress Attire: is strictly enforced beginning the third week of classes. To provide the most professional experience for your children, the faculty of Metropolitan Fine Arts Center will strictly enforce the attire of our dancers. Proper hair and attire will prevent physical obstruction in dance class. Standard studio attire is listed in the schedule of classes. All students must have their hair in a classical ballet bun to participate in ballet class. Hair must be worn off the neck and out of the face for all tap and jazz classes. _____(Initial)

Care of Students: MFAC is not responsible for providing before or after class care for students. Parents with students under the age of 5 must remain in the school during the classes. Students are not to be left at the school for excessive periods before or after their classes. _____(Initial)

Make-up Classes: are offered generously if classes are missed due to illness and if a 24-hour notice has been given to the office. Make-up lessons will be limited to 3 per teaching year. No refunds will be given for missed classes. (School activities such as field trips, Spring Breaks, sports games, etc do not qualify for make-up classes). Make-up classes after April 1, 2011 will only be allowed with permission of the teacher/director. _____(Initial)

Schedule Changes: You may make a change to your class schedule through September 30, 2011. After September 30, 2011, there will be a \$10.00 schedule change service charge for each scheduling change you make. _____(Initial)

Withdrawal Policy: There is a two-month minimum requirement for all classes and private lessons from the date of registration. All withdrawals must be done 30 days in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. No withdrawals are accepted after April 1, 2012. _____(Initial)

To withdrawal from a class or private lesson, a parent or adult student must:

- 1) Inform school administration in person and
- 2) Complete and sign a withdrawal form provided by the school office.

Withdrawals are not accepted via telephone or by e-mail. _____ Initial

Student's Name (Please Print)

Signature of Parent or Legal Guardian

Date