



# Stockton School of Performing Arts

*Inspiring the Artist Within*

## Policies and Procedures

**Registration** - The one-time Registration Fee and first month's tuition are **due at the time of registration**.

All new students or previous **students that have had a one month break or longer in attendance will be required to pay the registration fee**. There is no refund on the registration fee.

**Tuition** - Tuition is based on an 11 month session, August thru June, regardless of the number of classes in the month or the recital date. There are no refunds on tuition.

All tuition is due on the first class of each month. Any tuition paid **after** the 15th of the month will be considered late. A \$10.00 late fee will be charged to any tuition paid after the 15<sup>th</sup>. Tuition is charged on a monthly basis regardless of the number of classes taught or attended. The same monthly tuition rate must be paid in full whether the student has attended one class or all of the classes in the month. There is no extra charge for months that have an extra week in them. Students may attend makeup classes for missed lessons. Tuition may be paid by cash or check. We do not accept credit cards. There will be a \$15.00 service charge on all returned checks. After a second returned check all future tuition must be paid in cash.

**Class Policies** - Students must attend class regularly and arrive on time. They must only come to class in the appropriate attire and with the proper dance shoes. **Students who arrive more than 15 minutes late or without the proper dance shoes and attire will not be allowed to attend class.**

**Holidays** - The school will be closed Halloween, Thanksgiving weekend, Winter Break in December, Spring Break in March and Memorial Day weekend. **We are OPEN all other Monday holidays.**

**Observing Classes** - **Parents may not observe classes.** Observers in the classroom are distracting to the students. Parents will periodically be allowed to watch the last few minutes of class to observe their child's progress.

**Costumes** - Costumes are required for all students performing in our annual June recital. Costumes average \$55.00 - \$75.00 each. They must be **Paid in Full** prior to ordering them. Costumes will be ordered the first week in January. **COSTUME PAYMENTS WILL BE ACCEPTED BEGINNING August. A \$40.00 costume deposit per class is required by October 15<sup>th</sup> with the balance due before we go on Break in December .** There are no refunds on costume deposits or payments.

**Recital** - All students are welcome to participate in our December and June recitals on the following conditions:

- All tuition must be paid in full by the last class before the performance.
- All necessary costumes have been paid for in full.
- The student has attended class regularly. Students who regularly miss class (1 - 2 times per month or more) must receive permission from the instructor to perform in the recitals. If the instructor decides that the student is not prepared to perform that child will not be in the recital even if they have purchased a costume.