



Policies and Procedures

- 1. Tuition** - Tuition is due by the 1st of the month and may be paid online with a credit card, or in the studio with cash, check, or money order. All tuition, registration fees, merchandise, and other fees are non-refundable, no exceptions.
- 2. Registration Fee** – All students are required to pay a \$30 registration fee at the time of enrollment. Additional family members from the same family are required to pay a \$20 registration fee.
- 3. Late Fee** - Tuition payments made after the 6th of the month are considered late and will include a ten percent (10%) late fee on the full account balance.
- 4. Online Portal** – All students must create an account on SDA's online portal at <https://dancestudio-pro.com/online/susqdanceacademy>. The portal is used for class registration, account balances, attendance, etc.
- 5. Past Due Accounts** - If your account becomes 30 days past due, classes will be suspended until the account has become a zero balance.
- 6. Returned Check Charge** - There is a \$20.00 charge for any returned check.
- 7. Withdrawal from Class** - All students must notify the Susquehanna Dance Academy in advance if they wish to withdraw from classes. Written notice must be given prior to the 15th of the month before you would like to withdraw. If notice is given after the 15th of the month, tuition payment will be expected for the following month. If withdrawing from class, there is no reimbursement of any tuition paid, registration fees paid, performance fees paid, or costume fees paid.
- 8. Returning to Class** - Any student who misses one or more months of classes will be required to pay a new registration fee before returning to class; no exceptions.

9. Monthly Tuition Rates (Effective August 31, 2023)

Preschool	\$50.00
1 Class/Week	\$54.00
2 Classes/Week	\$75.00
3 Classes/Week	\$90.00
4 Classes/Week	\$102.00
5 Classes/Week	\$113.00
6 Classes/Week	\$124.00
7 Classes/Week	\$135.00
8 Classes/Week	\$146.00
9 Classes/Week	\$157.00
Single Class Fee	\$15.00

- 10. Absences** – We understand that students need to miss class from time-to-time. For planned absences, students dancing at the intermediate and advanced levels should provide prior written notice to their instructors as soon as possible. **Tuition amounts remain the same each month regardless of absences.** Students are encouraged to make-up their classes within the week or month that they are missed. For make-up opportunities, please see your instructor.
- 11. Tardiness** – Students are expected to arrive on-time for class. The first 15 minutes of class are the most important part of class as they allow the body to be properly warmed-up and prepared for class. For the safety of the student and for the consideration of the class, SDA reserves the right to have a student, who arrives 15 minutes late to class, observe the class rather than participate.

12. **Safety** – It is the parent or guardian’s responsibility to ensure their child enters and exits the building safely. No children are to leave the building without the supervision of an adult.

13. **Weather Closings** – An email will be sent in the event the studio needs to close due to severe weather. An update will also be posted on the studio’s Facebook page.

14. **Dress Code** – To purchase shoes and attire, please contact The Dancer’s Pointe in Hummelstown at (717) 583-1820. Please remember to practice good hygiene when attending class (i.e. wear deodorant if age-appropriate, wear laundered dance attire, be clean showered, wear attire that is free of holes and tears, etc.). Also, please limit the use of perfumes and other scented products as a courtesy to those who may be sensitive to strong smells.

▪ **Preschool**

- Girls: Leotard (black, pink, blue, purple), ballet pink tights, ballet pink leather ballet shoes, and Capezio black patent leather tap shoes. Hair should be pulled back off the face, preferably in a bun. No jewelry (except stud earrings) should be worn in class. Please no tutus.
- Boys: Black cotton stretch pants or boys’ tights, white t-shirt, black leather ballet shoes, and Capezio black patent leather oxford tap shoes.

▪ **Ballet**

- Females: Black leotard, ballet pink tights, and pink ballet shoes (leather shoes are required for performances). Black dance shorts are optional. Sheer black chiffon skirts that fall above the knee may be worn during center floor only. Hair must be pulled back off the face in a bun. No jewelry (except stud earrings) should be worn in class.
- Males: Black tights or black stretch pants, white t-shirt, white or black socks, dance belt, and black leather ballet shoes.

▪ **Jazz**

- Females: Leotard (any color), tan or ballet pink tights, and slip-on jazz shoes (tan colored shoes are required for performances). Leggings and t-shirts are acceptable for adult classes only, but should be form-fitting. Midriffs should be covered. Hair should be pulled back off the face, preferably in a bun or ponytail.
- Males: Exercise pants, t-shirt, dance belt, and black jazz shoes (either slip-on or lace-up). Clothing should be lightweight and stretchy to allow freedom of movement.

▪ **Tap**

- Females: Leotard (any color) and tan or ballet pink tights. Leggings and t-shirts are acceptable for adult classes, but should be form-fitting. See below for shoe requirements.
 - Intro to Tap students should wear Capezio black patent leather Mary-Jane style tap shoes.
 - Beginner, Intermediate, and Advanced Youth Tap students should wear black Capezio lace-up shoes (Bloch and So Danca brands are also acceptable).
 - Adult Tap students should wear Capezio lace-up shoes with Capezio Master Tap or Tele-Tone taps attached (Bloch brand shoes are also acceptable). Please note that adult students are typically required to wear tan lace-up shoes for performances. No jingle taps may be worn.
- Males: Exercise pants or shorts, t-shirt, dance belt, and black Capezio lace-up tap shoes with Capezio Master Tap or Tele-tone taps attached. Clothing should be lightweight and stretchy to allow freedom of movement.

▪ **Hip Hop**

- Males & Females: Students may wear comfortable loose-fitting and/or workout style attire. Midriffs should be covered. Students must wear dance sneakers and/or other sneakers that have not been worn outside the studio.

15. **Performances** – The studio typically holds two performances a year – one in December and one in June. Our performances are a great opportunity for the students to show their family and friends all that they have accomplished. Participation is optional. In order to participate in the December show, students must be enrolled no later than October 1st. In order to participate in the June show, students must be enrolled no later than February 1st. Students who enroll after these dates will still have the opportunity to learn the dance with their peers and serve as understudies.