

Randazzo Dance
Fall 2011 Semester & Winter 2012 Semester
Registration, Tuition & Costume Payment Policy

PLEASE READ CAREFULLY!!

1. **The student or parent/guardian is responsible to make all payments by the established due dates. Randazzo Dance WILL NOT ISSUE INVOICES for regularly scheduled payments. A statement will only be issued for all accounts that are PAST DUE. Statements may be issued via mail or e-mail. The statement will include the stipulated late fees. It is the students or parent/guardian's responsibility to promptly pay the late fees if added to the account due to late payment.**
2. Randazzo Dance's fee structure is based upon adequate enrollment by students who are committed to participate for at least one semester (both semesters for ballet students; see #5 below). Due to demand as the beginning of the semester approaches, some classes may fill and be closed to further enrollment, while others may not have sufficient enrollment to run. The decision to run or cancel a class is at the discretion of the Randazzo Dance Directors and is based on many factors including the number of students enrolled, the type of class, and the students' age and dance level. The decision to cancel a class will be made before the end of the second week of classes. The registration fee and any paid tuition will be refunded if a class is canceled by Randazzo Dance and if no other classes are made available for the student. No refunds will be allowed if a student decides to discontinue attending a class due to low enrollment, or for any other voluntary reason.
3. A registration fee in the amount of \$25.00 is due upon registration. **The registration fee is non-refundable.** Students registering on-line must promptly mail the \$25.00 registration fee to Randazzo Dance in order to finalize the registration process.
4. **Current students must register and pay the registration fee in full by the end of the Winter semester (early June 2011) in order to secure their placement for fall 2011. Placement will not be guaranteed if the student registers after this date.**
5. **All Ballet Students** must complete both the Fall and Winter semester to be eligible to participate in the Spring Show. Students who begin classes after the start of the academic year, or who have extended or frequent absences during the year, may be permitted to participate on a case-by-case basis, determined through consultation with the Instructor and the Ballet Director.
6. Tuition is due **IN FULL** on or before the first class of each semester.
7. Costume fees for the 2012 Spring Show are due by November 15, 2011 due to the long order lead time.
8. The student, parents, or guardian(s), and the student's family will not be able to purchase Spring Show tickets if there is an outstanding account balance on or after April 15, 2012. Tickets will be available for purchase once the account is paid in full, however Randazzo cannot guarantee availability of tickets if the account is paid late in the ticket sale period.
9. We accept payments in Cash, Check, VISA, Mastercard, and Discover.
10. **A \$10.00 late fee will be automatically assessed for all accounts not paid in full the week of the first class of each semester.**

11. **A \$10.00 late fee will be assessed on the 1st of every month for all accounts that have any outstanding balance, including any of the following: tuition; costume fees; registration fees; accumulated late fees; including carry-over balances from previous semesters.**
12. There will be a fee of \$35.00 for all returned checks.
13. Parents or guardians are encouraged to communicate any financial problems with Randazzo so a payment plan can be worked out if necessary.
14. **Accounts that are over 60 days past due the scheduled due date for tuition payments will be subject to increased collection activity including potential dismissal from classes until account is paid current. Accounts that are over 90 days past due will be turned over to a Collection Agency and the student will not be allowed to further participate in classes until the account, including any applicable late fees are paid in full for the balance of the semester.** Any fees for collections in addition to the late fees stipulated in this payment policy will be added to the balance due.
15. The tuition is non-refundable after the start of the semester. Credits will ONLY be given if Randazzo cancels a class, or in the event of a prolonged injury or illness, which prohibits the student from dancing. A doctor's statement must be presented to Randazzo Dance in order to claim class credit for withdrawal due to illness or injury. Credits will not be carried into the following school year. Credits will be prorated. **There will be NO credit adjustments for voluntary withdrawal or for classes missed due to the student's personal schedule. i.e. vacations, sports participation, outside performances, etc..** Classes shall be made up in a same level or lower level class as available and the student is responsible for coordinating this with the Instructor for the missed class.
16. There will be no refunds for classes that are cancelled due to weather conditions, Instructor illness, or cancellations due to building problems (i.e. power outages, etc.). Classes shall be made up as indicated above (see #15).

AGREEMENT

I/we, _____ the parent(s) or legal guardian(s) of
 _____ (the student) have read and understood the
 Randazzo Dance Tuition Payment Policy and agree to abide by these rules.

Date _____

Parent/guardian signature _____

Student signature (if over 18) _____