

**OVATION STUDIOS
POLICIES & PROCEDURES
2026-2027**

Payment of Tuition: Tuition is processed via automatic withdrawal from a bank account (ACH), debit card, or credit card. Beginning September 2026, Ovation Studios has moved to all-inclusive tuition pricing; no processing or convenience fees will be added to any payment method. Tuition is charged on the 1st of each month from September through May and remains the same each month, regardless of the number of classes held or attended. If a payment does not successfully process, it will be reprocessed on the 5th. Accounts not paid by the 10th of the month will incur a \$10 late fee. Returned payments due to insufficient funds will incur a \$25 fee.

Studio Recital: Our end of the year recital is held each year in May. We assume all students will be participating in the recital unless notified otherwise.

Recital Costumes: Recital costume payments will be processed November 12th. Costumes may be paid for by check, cash, or debit/credit card. Costumes not paid for by November 12th will be automatically processed to the account on file at the studio. Students/families with 3 or more costumes may set-up a costume payment plan. Refunds will not be given for costumes. Recital costume fee is \$95 maximum per class. Students enrolling after November 12th who plan to participate in the recital, must pay for their recital costume at the time of enrollment.

Membership Renewal: On May 10th a membership renewal fee of \$40 will be automatically processed on your account. This will renew the membership of current students into the 2027-2028 class season. Participating students will be sent class options in April to select their schedule for the coming season. Students not planning to continue classes will be given the opportunity to opt out of the membership renewal and \$40 fee prior to May 10th.

Withdrawal and Refunds: To discontinue classes before the end of the season you must contact the studio before the 1st of the month to not be charged that month's tuition. All automatic charges will stop after the student has been properly withdrawn, no refunds will be made. The studio reserves the right to terminate classes to any students without notice. In such a case a refund for unused classes will be given.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent to be aware of all studio activities, recitals, and dates the studio is open or closed. The studio will post all such notices on the studio bulletin board, website, social media, and communication via email. It is the parent's responsibility to regularly check these items to ensure they are informed. It is the responsibility of the parent to inform the studio of any mailing address, email, or telephone number changes. The studio is closed during Thanksgiving (1-week.) Christmas/New Years (2-weeks.) and Carthage R-9 Spring Break. See studio calendar for exact dates.

Extreme Weather or Unexpected Interruption of Classes: If the studio must cancel classes due to extreme weather or events beyond our control, cancellations will be posted on studio social media and sent out via email. A decision about cancellations will be announced by 2:00pm. The studio does not reschedule cancelled classes, individual students may schedule a make-up class if desired. No refunds for classes missed due to these reasons will be given.

Substitutions: The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach class. If a teacher is ill and the studio cannot arrange a substitute any missed classes will be made up.

Dress Code: Required dancewear and shoes must be worn to all classes. Continual failure to wear required attire can result in students being asked to sit out during class. See the dress code handout for the required dress code for each class. Students are not permitted to wear jeans or street shoes to any class. For safety reasons, students are not permitted to wear jewelry. Hair must be pulled off the back of the neck and out of the eyes, preferably in a bun.

Attendance and Lateness: Students are expected to attend class regularly and notify the studio of absences using our online notification form. If a student misses more than 4 classes without notice, the studio reserves the right to terminate lessons. Classes will begin on time. Students should arrive 10-15 minutes before their class begins and be ready when their class starts. If a student is too late they could be asked to sit out and observe class.

Care of Students: The studio is not responsible for providing before or after class care for students. Students are not to be left at the studio for excessive periods before or after class. Parents with students age 4 and younger are to remain in the studio during classes. Students of all ages must wait inside until their parents arrive. Parents of young students must come into the studio to drop off and pick up their child.

Injuries: Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury or illness sustained on studio property resulting from normal class activity conducted by the students before, during, or after class time. When enrolling you assume the risk of participation in a physical activity in a group environment.

Photo/Video Release: The studio is hereby granted permission to take photographs or video of the students to use in brochures, websites, social media, posters, advertisements, and other promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs or videos in its name.

Competitive Teams and Solo Participants: Students are selected for competitive programs based on instructor selection or audition. Students participating in competitive programs agree to abide by any additional rules set-up for that specific program. Students agree to instruction under Ovation Studios instructors only unless otherwise advised or approved.

Class Safety Modifications: The studio will modify class structure and business operations as needed for student safety. These modifications will be made under advisement by state and local health and government officials.