

COSTUME DEPOSIT PAYMENTS

ALL dancers will require a costume as part of their performance routine, and we will collect a Costume Deposit on September 30th. This deposit will go towards the production of your dancer's costume – purchased from a costume company, made by a seamstress or store-bought. There will be a small balance owing for your dancer's costume, which will be invoiced to you once final costs are determined (in the early springtime). **COSTUME DEPOSITS ARE NON-REFUNDABLE AFTER SEPTEMBER 30TH**.

_____ **Costume Deposits @** \$ _____ **/ Deposit** = \$ _____

*Preschool and all hip hop class Deposits are \$50.00 each. ALL other Deposits (including Preschool/Pre-Primary classes) are \$70.00 each

Payment Received: _____

RECITAL MEDIA PACKAGE PAYMENT

Your Recital Media Package will include unlimited online access to video copies of one 2017 recital shows and unlimited access to all recital photos (including all 4 recital shows, dress rehearsal, and the red carpet). **MEDIA PACKAGES ARE NON-REFUNDABLE AFTER SEPTEMBER 30TH**.

_____ **@** \$36.75 **Per package/per child** = \$ _____

Payment Received: _____

COMPETITION/EXAM FEE PAYMENTS

Dancers enrolled in ballet exam classes will be responsible for submitting payment for their Ballet Exam Deposit by October 30th. Exam Deposit will be dependent on the Grade of exam that your dancer would be participating in. **BALLET EXAM FEES ARE NON-REFUNDABLE AFTER OCTOBER 30TH**.

_____ **Exam Deposit @** _____ **/Exam** = \$ _____

Dancers enrolled in competitive classes will be responsible for submitting payment for their competition entry fees by October 30th. **COMPETITION FEES ARE NON-REFUNDABLE AFTER OCTOBER 30TH**.

_____ **Competition Fees @** \$45.00 **/Competition Fee** = \$ _____

Payment Received: _____

METHOD OF PAYMENT

A credit card (Visa/MasterCard) is required on file for all families. Fee payments will be set up onto a credit card payment plan, or post-dated monthly cheques can be submitted.

\$20 REGISTRATION FEE PAID

CREDIT CARD PAYMENT PLAN

CREDIT CARD – PAID IN FULL

POST-DATED CHEQUES

CHQS RECEIVED: _____

Monthly Fees: _____ / month

Early Registration Discount Applies

Registration – Date Received: _____

MDE 2017-2018 • STUDIO POLICIES

Please read through the following information and studio policies, and sign/date the bottom of the form to acknowledge that you have read, understood and agree to abide by all policies within this contract.

PAYMENTS

A credit card (Visa/MasterCard) is required on file for all families. Monthly fee payments, costume deposits, ballet exam/workshop or competition fees (as applicable) must be set up onto a credit card payment plan, or post-dated cheques must be issued upon time of registration.

Any additional costs that arise throughout the year (Costume Balances, Ballet Exam/Workshop Fees, etc.) will be invoiced to you – we ask that you remit payments promptly as we will have pre-paid on your behalf to cover these costs. You will have the option of any fees being automatically processed onto your credit card. You will receive a receipt emailed to you for any payments processed onto your card.

If alternate payment (cheque, cash, Debit/Credit in-office) has not been received within 2 weeks of issuing an invoice, the payment will be subject to a **\$25 Late Payment Fee**, and the fees will be automatically processed onto your card on file.

MONTHLY FEE PAYMENTS

Option A) your fees will be set up onto a Credit Card Payment Plan (Visa/MasterCard) and 3 payments will be processed throughout the year (September 1st, December 1st, March 1st). A pre-authorized form will need to be filled out with this information upon time of registration.

Option B) if you would prefer, we may process your fees in 1 Full Payment for September-June fees – this payment will be processed on September 1st.

Option C) OR you may submit 10- Post-Dated cheques for each month, September-June. Cheques can be dated for either the 1st or the 15th of the month – please make payable to Mellado Dance Elite, Ltd.

RETURNED CHECK PAYMENTS

Any returned cheques returned as NSF will be subject to an additional **\$50 NSF Charge**. Returned cheque fees and the associated NSF charge must be repaid within one week of the original payment date by cash, debit or credit payments only – no cheques will be accepted as repayment.

ATTENDANCE

Our dance classes run like the school year, September-June. Regular class attendance will ensure that dancers are consistently learning new things, and not repeating material for missed dancers. Please remember that dance is a TEAM activity and that all dancers rely on their classmates for timing and spacing cues during their routines.

We expect all dancers to be in attendance each week for their classes, unless we have received prior notice explaining their absence. Three or more unexplained absences may result in dismissal from class.

Attendance during any performances, Recital(s) and Dress Rehearsal(s) are mandatory for all dancers.

CLASS CANCELLATIONS – MDE reserves the right to cancel any class due to insufficient enrollment.

REFUNDS: To withdraw from a class, Official written notice must be submitted to the MDE office. When withdrawing on the 1st of the month, the full current month's tuition will still be due and processed as usual. Withdrawals received after the 1st, will be required to pay tuition for that current month, and in addition, *also the tuition for the following month*. Pre-paid tuition fees will then be adjusted/refunded for any future payments, and any post-dated cheques be returned/destroyed.

Registration Fees are **NON-REFUNDABLE** at any time.

Competition Fees are **NON-REFUNDABLE** after October 30th.

Recital Media Package Fees are **NON-REFUNDABLE** after September 30th.

Costume Deposits are also **NON-REFUNDABLE** after September 30th.

In addition, a costume is NOT guaranteed if withdrawal from class is prior to costume order/production. If withdrawal occurs after costume order/production, you will be **responsible for paying any remaining balance**. Deposit may be transferred to a replacement class in case of class changes.

If Mellado Dance Elite cancels a class for whatever reason deposits will be refunded.

DRESS CODE

MDE has a standard dress code for all classes. It is mandatory for our dancers to wear this prescribed dance attire to all classes. MDE maintains strict policy with regards to uniform, conduct and commitment.

Please note that ALL classes will require specific dancewear to be purchased to be worn during class (different than your child's performance costume). Also consider that there may be other supplies required including Hair Supplies (to make a ballet bun for class, or for hairstyles for Recital/Competition), Makeup Supplies (for all performing dancers), extra tights/bodysuits, etc.

RECITAL MEDIA PACKAGE

Each student will be responsible for submitting \$36.75 towards a Recital Media Package **by September 30th**. This fee will include unlimited access to a link to all four shows, as well as a DVD of all four shows. Students will also have unlimited access to High Resolution photos of dress rehearsal, all four shows and red carpet. **This payment must be submitted to the office as a Post-Dated Cheque or set up onto a Credit Card Payment Plan during Early Registration Week. Recital Media Packages are non-refundable after September 30th.**

COSTUMES

EVERY class (except for Stretch/Technique classes) will have a Costume as part of their performance routine. MDE will make arrangements to hire a seamstress, or have a costume ordered for each class. You will be required to pay a **\$70 Costume Deposit** or **\$50 Preschool/all Hip Hop Costume Deposit** for each class your dancer(s) are enrolled in. **Costume deposits are non-refundable after September 30th.**

Costume Deposits are due by September 30th – This payment must be submitted to the office as a Post-Dated Cheque or set up onto a Credit Card Payment Plan during Early Registration Week.

This costume deposit will go towards the production of your child's costume – any balance outstanding will be collected at the time when the costume has been completed. We do our very best to design costumes that can be worn again. We encourage parents to get involved with making the costumes to keep the costs down!

Your dancer's teacher will design and purchase a costume for your dancer's routine. Please note the teachers will be ordering costumes several months before the costumes will be worn, and that we will always try to accommodate for potential growth and buy a larger size as needed. As everyone grows at a different rate, it is impossible to ensure that all costumes will fit perfectly, however we will do our best to have all dancers in well-fitting costumes for their performances.

COMPETITIONS/EXAMS/PERFORMANCES

Many of MDE's classes will be involved in competitions throughout the year. Generally these events take place in March-May and are mostly local – New Westminster, Burnaby, Surrey, North Vancouver, etc. Competitions are a great way for our dancers to get performance experience.

Competition entry fees are \$42.72 + taxes (\$45.00) per group entry. Most competitive groups are participating in around 2-3 competitions each. **Competition fees are non-refundable after October 30th.**

Competition Entry Fees are due by October 30th. This payment must be submitted to the office as a Post-Dated Cheque or set up onto a Credit Card Payment Plan during Early Registration Week.

Ballet Exam students will be responsible for submitting their fees by **October 30th**. This deposit will go towards your dancer's upcoming Ballet Exam Fee. Please note that there will be additional costs including Ballet Workshops, Exam Rehearsals with Pianists, etc. that will be mandatory for all exam dancers. **Ballet Exam fees are non-refundable after October 30th.**

PHOTO RELEASE

MDE reserves the right to have students photographed and used for publicity purposes, unless otherwise notified in writing.

LIABILITY

The applicant or his/her parents/guardians, agree that Mellado Dance Elite Ltd., its teachers, assistants, directors and owners are not liable for, nor will be held responsible for any injury, accident or loss, however caused, and agree to release Mellado Dance Elite Ltd. from any and all claims and damages. Mellado Dance Elite Ltd. is not responsible for lost, stolen or damaged personal items or property in the studio.

Parent/Guardian's Name: _____ Date: _____

Parent/Guardian's Signature: _____