



POLICIES & PROCEDURES

Registration: A non-refundable annual registration fee of \$35 per student is required at the time of registration and/or at time of re-registration after a break from classes.

Payment of Fees: Tuition is due by the first lesson of the month. Unless alternate payment arrangements are made, payment must be made on a monthly basis by cash, check, Visa, MasterCard, American Express, Discover, debit card or PayPal account. Monthly subscriptions may be made online using PayPal and will be processed on the day of the month the subscription is initially set-up. Subscriptions may be altered or cancelled online; tuition paid is non-refundable. Class attendance shall constitute an agreement of payment arrangement between Irish Dance Hawai'i and the student. Any changes to the agreement on behalf of either party must be made in writing with at least 30 days prior notice. Policies may vary by location; location guidelines should be strictly adhered to.

Late Payments: Payments received after the second lesson of the month are subject to a \$20 late fee. An additional late fee of \$20 will be assessed on the 1st of each subsequent month. Students with accounts in arrears after the second lesson of the month will not be permitted to participate further in lessons until the account is brought current. Students with accounts more than 90 days in arrears will be suspended from the school and must bring their account current and re-register, including registration fee, before resuming lessons.

Returned Payments: Payments will be subject to a \$35 charge if payment is rejected, reversed or refused upon deposit.

Dance Dress Code: Dance students must wear school t-shirts, black shorts or skorts, and tights or white socks. Hair should be tied back and off the face, and every effort should be made to maintain proper hygiene. Appropriate footwear must be worn for all dance classes. Dance students must have gillies (girls) or black jazz shoes or reel shoes (boys). Dance students in Intermediate Level and higher levels must have hard shoes. Failure to adhere to dress code or failure to bring appropriate footwear to class may result in the student being asked to sit out the class.

Photo Release: Irish Dance Hawai'i is hereby granted permission to take photographs or video of the students for use in brochures, web sites, posters, advertisements and other promotional materials it creates. Permission is also hereby granted for Irish Dance Hawai'i to copyright such photographs or video in its name.

Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, the school calendar, open studio hours, etc. The school will provide this information during class time, as well as sending notices via email and on the website. It is the parent's or adult student's responsibility to regularly maintain awareness of these communication tools. It is also the parent's or adult student's responsibility to inform

the school of any address, telephone number, email address or banking/credit card changes.

Care of Students: Irish Dance Hawai'i is not responsible for providing before or after class care for students. Parents of students under the age of 5 are required to remain at the studio during classes. Students should not be left at the studio before or after classes. It is the responsibility of the parent to provide appropriate and adequate child care for non-student family members. It is also the responsibility of the parent to clean up after all children who use studio space, whether the dance floor, the dressing area or the lobby.

Injuries: It is understood that participation in Irish dancing may result in physical injury. By attending class, dancers and their families accept and do hereby waive, release, absolve, indemnify and agree to hold harmless Irish Dance Hawai'i, dance studio owners/lessors, instructors and employees of the above, of any claims and actions, in law or in equity, arising out of **any Irish dance related activities whatsoever.**

In addition, instructors or employees of Irish Dance Hawai'i, any first aid trained and certified person, and hospital personnel, in addition to any designated physician, shall be empowered to render appropriate medical attention to any student in the event of an emergency.

Illness: Dancers should not attend class when they are ill. Follow attendance guidelines from your school.

Extreme Weather or Unexpected Interruption of Classes: If the classes are canceled due to inclement weather or events beyond staff control such as power outages, make-up classes will be offered. Where a make-up lesson has been scheduled, no refunds will be given due to these reasons.

Missed Class Make-Up Policy: If a dancer misses a class due to illness or other unavoidable circumstances, they will have one month to attend a make-up class on another class night. Check with the staff for make-up class options. Lesson plans will not be repeated for the sole benefit of dancers having missed lessons.

Drop-in Classes: If a dancer wishes to drop-in for a class on a day other than their usual class, or at a different location, they must obtain permission from the attending instructor. Drop-in classes must be paid for before or at the time of class attendance for participation.

Withdrawal and Refunds: Advance notice is required to discontinue classes. To withdraw from classes, a parent or adult student must inform the staff in writing; no refunds will be given. Irish Dance Hawai'i reserves the right to terminate lessons to any students without notice. In such cases a refund for unused lessons will be given. Otherwise, tuition is non-refundable.