

Columbus DanceArts Academy

Policy Acknowledgment Form

2025-2026 Season

Purpose – This form is designed to improve communications between Columbus DanceArts (CDA) and our customers. It is a goal of CDA to make sure that policies are well known and clearly communicated to all customers to reduce misunderstandings later. By signing at the bottom, you are acknowledging that you have read this form and understand the policies. This form must be signed by a parent or guardian as part of the registration process.

Academy Behavior – We believe we have created a wonderful environment for our customers and employees and as such we expect all students, guests and **siblings** to act in a reasonable and polite manner while at the academy. Any behavior that is deemed by the staff to be destructive, disruptive or negatively impacting other people will not be tolerated. Those not able to adhere to this policy will be asked to leave the facility. Any damage to academy property caused by any person will be charged to the account of the dancer associated with that person.

Tuition and Registration Fees – Tuition is due in 10 equal installments. The first is due at the time of registration while the remaining 9 installments are due on the 15th of each month from September 15th through May 15th. Registration fees are due at the time of registration. Class registrations will not be officially accepted and slots in classes will not be allocated until the first tuition installment and registration fees are received. On-going tuition installments that are not received by the 15th of the month will be subject to a finance charge equal to the greater of \$10 or 5% of the unpaid balance.

Dropping a Class – In order to drop a dance class, notification must be given in writing to the academy office. Official notification can be accomplished by filling out a form at the academy office, mailing a letter to the academy street address, or sending an e-mail to sue@columbusdancecda.com. Tuition charges and finance charges will continue to accrue and will be owed by the customer until this official written notification is received at the academy office.

Season Show Participation and Fees – All students registered in classes are assumed to be participating in the end-of-season performance unless notification is given in writing to the academy office prior to **November 1, 2025**. This applies to all students and both the main show and the mini-show. Official notification of non-participation can be accomplished by filling out a form at the academy office, mailing a letter to the academy street address, or sending an e-mail to sue@columbusdancecda.com. Show Fees and Costume Fees for these shows will be charged to every account that has not provided notification of non-participation. Show and Costume fees are payable with the January 15th tuition installment. The show fee is charged once per student and the costume fee is charged once per class. A cancellation fee of \$25 will be charged for all costumes canceled after January 1, 2026 AND/OR a shipping fee of \$20 will be charged for all costumes ordered after January 1, 2026.

Class Placement – Beginning classes are open to any students that meet the appropriate grade/age requirement associated with the class. Other levels of classes are open to any student that has been placed in those classes through prior year evaluation forms. Students wanting or needing to take a class outside of these parameters will have to get permission from the Artistic Director prior to enrolling in the class.

Class Attendance – Classroom attendance is essential to proper growth, progress, and the understanding of choreography. Any student not meeting a 75% classroom attendance minimum will not be allowed to perform in DanceScope or the season ending shows. Any fees incurred in association with that show will not be refunded if the student is disqualified from the show for attendance reasons. Make-up classes are generally available and recommended after an absence. Class attendance is calculated from the day the student started the class until show day.

Class Absence and Tuition – Due to class enrollment sizes, attendance requirements and in order to be fair to all students and teachers, we do not reimburse or reduce tuition because of missed classes due to vacation, illness or any other reason. Dance instruction is an on-going week-to-week process, and tuition is based on an annual fee for that instruction and broken into 10 monthly installments. By enrolling in a class, you agree to make that monthly installment from the date of your registration until the date of your withdrawal.

Snow Days – Since many of our classes start late in the afternoon, Columbus DanceArts Academy will not cancel classes due to inclement weather when local schools are canceled. To find out whether or not classes are canceled, call the academy office or check the academy website at or after 3:00 PM on the day in question. For daytime classes, a decision will be made by 9:00 AM. We will make every attempt to have classes when our staff can make it to the academy safely. Each customer should use their best judgment before venturing out in inclement weather.

Marketing – From time-to-time we collect photos and videos of our classes, performances, trips, events and other activities. By registering your student in our academy, you acknowledge that we may use your child and their likeness in marketing materials including but not limited to professional print and electronic media. If you would like us not to use your child in marketing materials, you can fill out an exception form in the office, and we will make sure that your child is excluded from all public materials.

Sick Children – Out of respect and for the health of all dancers and visitors, please do not bring sick dancers or siblings to the academy. Make-up classes are available for any dancer missing a class for any reason.

Social Media – There will be no posting allowed of any videos of CDA choreography on internet social networks (YouTube, Facebook, Twitter, Instagram, blogs etc.) without written permission from the choreographer and CDA Artistic Director. Both the choreographer and CDA Artistic Director have the right to deny the request. Dancers and parents are expected to respect each other's privacy. Some dancers, teachers and parents may not want their pictures posted on the internet. We greatly appreciate your cooperation on this subject.

Payment Policy Agreement: By signing below, I understand that the tuition payments are due at the time of registration and then on the 15th of every month beginning September 2025 through and including May 2026. I further understand that I am fully responsible for those tuition payments until I terminate enrollment in a class in writing to the academy office. In addition, I understand that all tuition payments not received within five days of the due date may be assessed a late fee equal to the higher of \$10 or 5% of my unpaid tuition balance per month. Should extraordinary circumstances arise, exceptions to policies can be requested in writing through the academy office.

Liability Waiver: By signing below, I, as guardian or participant, hereby waive and release all claims, liabilities, actions, damages, costs or expenses of any nature whatsoever for injuries the participant might sustain, known or unknown, arising out of the program now or at all times in the future. I recognize and acknowledge there is risk associated with participating in the activities associated with dance instruction and I agree to assume total risk of any such activities connected with Columbus DanceArts dance classes and related activities both on the premises and off site. I agree to indemnify and hold harmless Columbus DanceArts and any instructors and employees associated with the academy from and against any and all liabilities, claims, actions, damages, costs or expenses of any nature whatsoever arising out of or in any way related, directly or indirectly, to dance instruction and related activities.

A copy of this form is available upon request.

Signature of Parent or Guardian