

The Pointe Policies & Procedures 2018-2019

Please read thoroughly - ***some policies have changed!**

Registration

Register online at www.thepointeschool.com/register, over the phone at (319)377-5292, or in person in our office.

*Registration & Recital Fees

Registration & Recital Fee **due upon enrollment**. \$75 (\$25 registration/\$50 recital) for a single student **includes 4 complimentary tickets** \$90 (\$40 registration/\$50 recital) for a family with multiple students. Registration and recital fees are non-refundable and non-transferable. Families with dancers in multiple recitals will also receive 2 additional complimentary tickets. Dancers enrolling in non-recital classes only will only need to pay the registration fee.

*Costume Fees & Payment Installments

Costume costs will be **divided into 9 equal monthly payments** and **paid with tuition each month**. Mini Movers, Dance & Discover, and Hippity Hop: \$65 + sales tax = monthly payment of \$7.73; Levels 1, 2, 3, Chance to Dance, and All-Boys Hip Hop: \$75 + sales tax = monthly payment of \$8.92; Levels 4, 5, 6, Advanced, and Adult Classes: \$85 + sales tax = monthly payment of \$10.11.

Payment Plans & Auto-Pay

Tuition and costume installments are auto-paid the first of each month. Monthly tuition is calculated by dividing yearly tuition for an average of 32 classes and one week of dress rehearsals into 9 equal payments. The monthly payment amount is the same regardless of the number of lessons in that month.

All accounts must have an auto-pay method on file. Families who prefer to pay via cash, check, or divide payments between parties must make payment online or during office hours before the 1st of the month. Payment methods on file will be charged any remaining account balance on the 1st. A \$10 late fee will be applied to your account if payment is unable to process by the 10th of the month. Dancers with past due balances after the 20th of the month will not be able to continue classes until the account is made current.

Class Changes or Cancellations

Class changes or withdrawals must be communicated to The Pointe School of Dance office in writing (email is preferred) within 30 days notice of withdrawal date. There are no refunds for registration and recital fees, tuition, or costume installments.

Costume fees will be refunded with the receipt of written notice only before November 1st and with \$0 balance. If withdrawing after November 1st, the remaining costume balance is due and costumes may be picked up after April 1st.

Attendance & Class Makeups

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until spring break (Company dancers must make up missed classes year-round). Dancers with excessive absences in the spring may not be able to perform their entire recital routine.

Important Dates 2018-2019

June 12

Company & Community Team Auditions

August 4

PSD Night at the Kernels

August 25

Back-to-Dance Sale 10AM - 3PM

September 1

Auto-Pay Processed

September 8

Classes Begin!

October 1

Auto-Pay Processed

October 8-13

Discover Dance Days

October 24-30

Costume Week

October 31

Halloween - No PM Classes

November 1

Auto-Pay Processed

November 12-17

Parent Observation Week

November 19-25

Thanksgiving Break

December 1

Auto-Pay Processed

December 16

PSD Holiday Show

December 20 - January 5

Winter Break, No Classes

January 1

Auto-Pay Processed

February 18-23

Parent Participation Week

March 1

Auto-Pay Processed

March 16 - 22

Spring Break, No Classes

April 1

Auto-Pay Processed

April 19-21

Easter Weekend, No Classes

May 1

Auto-Pay Processed

May 19-23

Picture & Studio Dress Rehearsals

May 25-27

Memorial Day Weekend, No Classes

June 1

Last Day of Classes

June 2

Company Banquet

June 3-6

Dress Rehearsals at Paramount Theatre

June 9

Recital 2019

Refer a friend to The Pointe!

Families who refer their friends to dance at The Pointe will receive a \$20 gift card to the Dance Shop - and your friend will, too! Have your friend list your name in the "How did you hear about us?" form online at registration or bring a referral card with your name into the office.