



**Rules, Regulations, and Policies**  
**FAMEDANCESTUDIO.COM**

## **Rules, Regulations, and Business Policies**

**Please read all topics below, by signing the end of this document, you understand and agree to all of the policies within this handbook.**

**REGISTRATION FEES:** All students must register for classes, private lessons, camps, and workshops. The registration fee is effective for 12 months (1 year) unless the student drops out for one month or more (this includes summer time as we are a 12 month studio). The student must then re-register to return to classes. Registration fees are non-refundable and non-transferable.

**TUITION:** All tuition is paid in advance on a monthly basis, and is due before the 23<sup>rd</sup> of every month for the following month. (This date may change due to holiday closings, if this is the case and the studio is closed on the 23<sup>rd</sup>, tuition is due the last date the studio is open.) All students are required to keep a current credit card on file. Tuition may be paid by cash, check, or charge. If tuition is not paid by the 23<sup>rd</sup>, then the tuition plus a \$10.00 bookkeeping fee and 18% late fee will be charged to the credit card on file. If there is a decline of the credit card on file, the responsible party may be held responsible for any and all collection fees. Late fees will continue to accrue on the account monthly until the entire bill is paid in full. No classes may be taken if tuition is not paid in full.

**REFUNDS AND TRANSFERS:** We uphold a No Refund policy. There are no refunds on tuition, camps, classes, privates, choreography fees, costumes, competitions, or any item purchased or paid for through our company. We will not hold or transfer payments to another student or activity.

**RATES:** All Monthly tuition is based on calendar months. Any “5<sup>th</sup>” weeks are considered courtesy lessons and there is no charge for these extra lessons. Monthly tuition is a reduced class rate and cannot be pro-rated for shorter months. Students have the choice of paying the monthly fee or a per class fee, but once a program has been chosen you cannot switch back and forth. This holds true for holiday months as well as summer months. To pro-rate and only pay for a few classes, you must pay the per class rate.

**MAKE-UP LESSONS:** Make-up lessons are given only when the studio is notified in advance of a cancellation. There are no make up classes for holidays when the studio is closed. Private lessons must be cancelled 24 hours in advance or you will still be responsible for the lesson payment as well as the studio rental. All make-up lessons must be taken within 1 month (30 days) of the absence. If a class was cancelled due to instructor, weather, or any other studio reason, and a make up class is specially provided that is the only make up that will be available. The studio is then not responsible for

any other make up for that time and will not reschedule another make-up.

**RETURNED CHECKS:** There is a \$25.00 fee for any returned checks under \$250.00. Checks over \$250.00 will be charged 18%. Checks cannot be re-deposited and payment must then be made by cash or credit card within 3 days of notification of the returned check. If a member has 3 or more checks returned we will no longer accept payment in the form of personal checks from that member.

**WITHDRAWALS:** Fame requires all students to take a minimum of 2 months (60 days) to allow a good teacher/student relationship as well as self-confidence to develop. If a student wishes to drop a class(s) a 30-day written notice to the director is required to avoid further tuition charges. As Fame is an all season studio, students that will not be continuing their classes for the summer months must also give written notice of class or classes that will not be taken one month in advance. Students who take advantage of the early registration discount will not be refunded or credited for dropped classes. Students may switch classes only through the month of September. No Credits or Refunds will be given for prepaid early registration.

**QUESTIONS/COMMENTS/SUGGESTIONS:** Instructors have very limited time in between classes; please do not stop them to discuss any matters between classes. Each instructor has a mail box, please fill out the form provided and they will

get back to you during their posted “return time”. This is also in effect for Miss Amber (Owner). You may email questions or concerns to [famedance04@aol.com](mailto:famedance04@aol.com) or fill out the provided form and she will get back to you during her listed “return times.” The days and times that all Instructors and Miss Amber are available to discuss your questions/suggestions/concerns will be listed at the front desk.

**OBSERVERS:** Parents and guests are encouraged to observe classes; however, absolutely NO talking is permitted. Please DO NOT enter or exit the dance rooms while class is in session.

**ABSOLUTELY NO CELL PHONES ARE PERMITTED INSIDE ANY STUDIO!** Fame holds the option of making classes closed to observers. No food or drinks are permitted in the dance rooms. All food and drinks must be kept inside the lobby area. Dancers are permitted to have water or Gatorade only in the dance rooms, and must clean up their garbage upon leaving the room. **NO DRINKS ARE PERMITTED ON THE DANCE FLOORS!**

**BEFORE/AFTER CLASS:** The studio is not responsible for students while not in class. Parents are asked to pick up students promptly after class. There will be a \$10.00 babysitting fee per every ½ hour a student is left unattended in our facility.

**PRODUCTION:** Fame presents its annual Production (recital) every year in the months of

May or June. If you choose to participate in this production you are agreeing to the cost of costumes, classes, tickets, rehearsals, etc. (Please see our Production handbook for all details). All classes and rehearsals are mandatory! **If a student misses classes, rehearsals, or dress rehearsal they will not be permitted in the show.** There will be no credits or refunds. **NO EXCEPTIONS!**

**COSTUMES:** Costume deposits are due in October with the remaining balance due no later than January 1<sup>st</sup>. Any balances that are not paid by January 1<sup>st</sup> will be charged an 18% late fee and the balance will be charged to the credit card on file. All students who commit to the show by placing a costume deposit are required to fulfill their commitment to the class. If the student drops the class for any reason they will forfeit all costumes, deposits, and may be responsible for a re-choreography fee of up to \$250.00 per routine. No refunds or credits will be given for any reason for any costume.

**SICKNESS/INJURY:** If a student is unable to participate in classes for more than one month due to illness or injury, a Doctors note is required to be given to the Director to receive a credit for paid unattended classes. All credits will expire 6 months from the date it was issued and are accepted for classes only. This does not include special guest classes, camps, costumes or merchandise.

**DRESS CODE:**

1. No jewelry: earrings, necklaces, bracelets, watches, ring, etc.
2. All female students must wear leotard, tights, and proper shoes. Hair must be pulled back and secured in a ponytail or bun. Ballet students must wear pink tights, pink ballet slippers/Pointe shoes, and hair must be in a bun.
3. All male students must wear dance pants; form fitting t-shirt, and proper shoes.
4. No cover-ups, large shirts, or baggy clothes are permitted.

Any student not adhering to the dress code will not be permitted in class. If a student comes unprepared they will be permitted to watch but not participate and no makeup or credit will be given for the class.

**TRIAL CLASSES:** Free trial classes are given to students who have already registered for the studio. Each student may take only one free trial class. Trial classes can only be taken if the student has never taken the class before or is new to the studio. If a new student takes a trial class and does not find our studio a proper fit for them, we will refund the registration fee on the day of the trial only.

**EXTRA “FREE” REHEARSALS:** There are times when preparing for a show or competition that extra rehearsals are required. These “Free” rehearsals are a courtesy to you and should be treated as mandatory. They will also be considered

make up classes for any classes that students may have missed during their enrollment.

**STUDIO INFORMATION:** Through out the year there are many times when we post information that is very important. It is the parent's responsibility to insure they receive all this information. The studio will post information on the front doors, on the wall bulletin board and handouts that are available at the front desk. Please do not rely on your children to give you all the information that is provided. There is an information station located at the front door as well as at the front desk. Please be involved in your student's activity. We have a great fun, family atmosphere and would love for you to join us!

**TOLERANCE POLICY:** Fame has a zero tolerance policy toward students or parents that show a combative, subversive or uncooperative nature. We believe in a fun and loving atmosphere for all. All Drama should be kept in the acting classes where it belongs. Should a situation arise, and it comes to the attention of the director; a meeting of the students and their parents will be set at the expense of the parents (a charge of \$60.00 per hour). At this time if the situation is not mended and continues; the students will be removed from classes.

**CLASS ROOM ETIQUETTE:** All of the following class room rules of conduct must be followed at all times. If a student shows a lack of



compliance; the first warning will be verbal from the instructor. The second warning will result in the student being removed from the class for that day and a phone call to the parents will be made. The third offence will be removal of the student from the class period.

1. No Talking.
2. Proper attire is required.
3. Proper shoes are required.
4. No eating, drinking, or chewing gum.
5. No leaving the dance floor w/out permission.
6. Respect of your fellow students and Instructors.
7. Respect the studio; No hanging on ballet barres, No running, No touching the mirrors, equipment, or music.
8. NO CELL PHONES!
9. No food inside lockers at any time.

Students are to be respectful of their Instructors and thank them after class with a courtesy or a handshake.

Students are to be responsible for their belongings, throw their garbage away, and help keep the studio clean.

Students and their parents are to have a positive attitude toward all fellow Students, Instructors, and Employees.

**CHECK LIST:** The information you should have received upon becoming a member for the studio season:

1. Rules and Regulations handbook
2. Recital handbook
3. Calendar of Events
4. Class placement letter
5. Business card with phone/email/website

If you did not receive any of the listed information, ask for it immediately.

**PERSONAL INJURY WAIVER:** I/We do hereby waive all present and future claims for any loss, damage, or personal injury sustained. Including, but not limited to physical injury sustained by the student or observers during the Dance, Camp, Classes, Rehearsals, or Performances. I/We further release, remise, and completely discharge the Owners, Directors, Instructors, and Employees of Fame Inc., Fame 2 Inc., A&C Dance and Performing Arts Academy, Florida Foundation of the Arts, and its corporations from any and all liability whatsoever for any injury or loss, physical or mental, caused as a direct or indirect result of any act or omission by any of them. All undersigned parties further acknowledge that they have read the guidelines and rules, regulations, and policies governing FAME Studio's and all its affiliates, and they agree to be bound by them while being a

student/parent or guardian of a student at FAME Inc., or FAME 2 Inc.

I/We do hereby give my/our permission for the student(s) listed below likeness to be used at the studio's discretion, be it by video, photo, or audio.

I/We have read and understand all Rules and Policies of Fame, Inc. and/or Fame 2 Inc. and or The Florida Foundation of the Arts; and do agree to follow all that is set forth in this 12 page hand book. I/We do understand that this agreement will be in full force, an annual re-signing is not required.

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Students Name

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Students Name

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Students Name

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Students Name

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Parent/Guardian Signature \_/\_/\_  
Date

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Parent/Guardian Name (please print)

**EVERYBODY NEEDS A LITTLE**

**FAME**



**IN THEIR LIFE!**

**Name:** \_\_\_\_\_