

## PAYMENT OPTIONS

Please refer to the "Payment Method" sheet for payment options and descriptions.

**COLLECTION FEE** – A \$25 charge will be assessed for any returned check, denied auto withdrawal or rejected credit card. After the second returned item, your account will be updated to cash or money order only.

If you have problems paying your account, please talk with the directors to discuss alternative payment arrangements. We will try our best to accommodate a request for alternative payment plans. If you don't contact us, it will be assumed your account is delinquent.

## FEES

The Superstars program runs for nine months. You are responsible for all fees according to each class you are registered. Fees are pulled automatically on the 1<sup>st</sup> of the month, October through May. September tuition and Registration fee are due at the time of registration. Monthly payments include tuition and the following months will have additional fee payments automatically included:

December:	Costume Fee
January:	Competition Team Additional Fees
February:	Recital Fee

\*See below for additional information on the Costume and Recital Fees

### **Registration Fee**

\$35 - 1<sup>st</sup> child / \$30 - 2<sup>nd</sup> child / \$20 - each consecutive child

This fee is due upon registration and includes one performance t-shirt which will be worn for the Christmas show, parades, in class, rehearsal, and any other special performances deemed necessary by the directors.

### **Late Registration Fee**

Any registrations received after November 1<sup>st</sup> will be assessed an additional \$15 late registration fee.

### **Recital Fee**

\$50 – 1<sup>st</sup> child / \$90 – Family

This fee is included with February payment.

### **Costume Fee**

♥ = \$80 ☆ = \$85 ♦ = \$95

\* Any registrations received after November 1<sup>st</sup> will be charged an additional 20% on the costume fee listed above to cover the special order and shipping costs.

\*\* Competition Classes: see competition cost sheet

A costume will be ordered through the studio for each class in

which your child is enrolled, unless otherwise noted on the schedule. These fees are included with December payment or can be paid in full with a separate check by December 1<sup>st</sup>. Any costume balance due remaining on November 30th will be included with your automatic payment in December.

### **Accessory Fee**

Baton Classes: all students enrolled in baton classes are required to purchase a baton; payment is due at the time of order.

Pom Classes: all students enrolled in Pom classes are required to purchase a set of Poms. The Poms will not be ordered until costumes are selected; once the cost is determined a note will be sent home with the student. Payment is due on or before February 1<sup>st</sup> (typically cost is \$20-\$30).

## SHOE REQUIREMENTS

**TAP CLASSES** - Tan tap shoe

**BATON, JAZZ, HIP HOP, & POM** - Tan jazz shoes/gore boots

**BALLET** - Pink ballet shoes

**LYRICAL/MODERN** – foot undeez

**TUMBLING** - Barefoot

**CHEER** - White cheer shoes

\*Shoes are not included with any automatic payments and cannot be applied to accounts. Superstars accepts cash, check, debit, and credit card for any merchandise purchases.

\*\*Competition Classes: shoe requirements will be communicated by team director.

## DROP/CHANGE POLICY

If you choose to drop a class or discontinue classes with the Superstars, you must fill out a drop/change form with the receptionist by the 15<sup>th</sup> of the month. Informing the teacher or failure to report to class does not constitute a drop. If a class is dropped after the 15<sup>th</sup> of the month the account will be charged for the following month's tuition and any applicable fees; accounts will continue to be charged until a drop/change form is completed or written communication is provided to the directors.

In the event a student needs to change classes please complete a change form with the receptionist by the 15<sup>th</sup> of the month. Once the change request is processed the account will be updated and any difference in monthly payment will be applied to the account unless otherwise instructed by the requestor.

**NO REFUNDS** – We limit our class size and each child has reserved a spot that could have gone to another student.

## GENERAL POLICIES

### **Attire**

Any form-fitting dancewear allowing students to stretch & move is acceptable – NO JEANS. Hair must be pulled away from face. We will not compromise on this rule as it is for each child's safety.

### **Communications**

Communication will be sent to the email address provided at registration as well as the web site. **Please read these communications and be sure to check the website for updates!!!** This is the best form of communication we have for relaying important information. It is the parents and students responsibility to be aware of what is happening at the studio.

### **Insurance**

The Superstars Performing Arts Academy does not carry medical insurance for students. It is required that all students be covered by their own family insurance policies. In the event of an injury, it is understood that the student's own policy is the only source of reimbursement.

### **Snow Days**

The studio will follow the weather cancellations of the Norwalk Community School District. If they deem it unsafe for children and cancel school for the day or let school out early, studio classes will not be held. If in doubt, call the studio for a recording or check the website on whether classes will be held or not. No cancellations due to weather will be refunded or rescheduled.

### **Holidays**

Holidays will generally follow school schedules. Vacation dates will be posted on the website as well as on the studio calendar received at registration. We do not close for conferences, teacher workdays, or other miscellaneous school closings.

### **Attendance**

All students must attempt to attend all regularly scheduled classes. Good attendance is imperative, as absences and tardiness can hold back an entire class. No refunds will be given for missed classes.

### **Solos & Special Numbers**

Solos for the recital are reserved for seniors that have taken lessons with the Superstars for 5 consecutive years. Each senior will perform his/her solo in one recital if they wish. All other special numbers for the recital will be selected by the directors and must be choreographed by Superstars staff.

Any senior wanting to perform a solo must contact a staff member.

### **Conferences with Instructors**

Conferences may be arranged with instructors at any time if deemed necessary. All conferences must be scheduled through the office – not the teacher. Please do not conference with teachers during and/or between classes.

If you have questions, feedback, or concerns for the directors please feel free to email us at [SuperstarsPerformingArts@hotmail.com](mailto:SuperstarsPerformingArts@hotmail.com).

### **Miscellaneous**

Children need to be potty trained to attend classes & perform in recitals.

Pictures will be taken throughout the year and could possibly be used in promotions for the studio and/or newspaper articles.

We are NOT responsible for lost or stolen items.

No food, drinks or gum allowed in any of the classrooms.

We reserve the right to refuse service.

**We thank you for choosing Superstars Performing Arts and look forward to working with you and your student(s). If you have any questions regarding these policies please feel free to contact us. The Superstars Office is open Monday – Friday 8am to 12pm and the Studio is open Monday – Thursday 5pm to 9pm.**

Phone: 515.981.4298

Email: [SuperstarsPerformingArts@hotmail.com](mailto:SuperstarsPerformingArts@hotmail.com)

