

In an effort to provide your child with the highest quality instruction and provide new opportunities for your child's artistic development, we enforce the following policies at Artistic Motion:

1. Payments for the Fall semester are due ***September 1, October 1, and November 1***. Payments for the Spring semester are due ***January 1, February 1, March 1, and April 1***.
2. **Late Payments:** *Payment is considered late after the 7<sup>th</sup> of the month. A late fee of \$25.00 will be added to any account that is 7 days past due.* Accounts that are over 30 days past due will result in the student(s) not being able to participate in any classes until payment has been made. Student(s) will be allowed to observe class, if they wish, until the account is current.
3. **Attendance:** Attendance is essential not only for a student's growth and progress, but for show preparation as well, which affects the entire class. PLEASE do your very best to attend all classes. We understand that on occasion students need to miss class. Students are always welcome to make up the missed class by attending another class during that semester. Make-up classes may not be carried over to the next semester and no credit will be given on accounts for missed classes.
4. The administrative fee is required each semester with the registration form. A performance fee is also required in the Spring for those performing in the Spring Show. The administrative fee and performance fee are non-refundable.
5. **If you decide to not have your child participate in the Spring Show, we must receive this in writing by February 10, 2012.** After that time, a costume will be ordered for your child and you will be billed for that costume. *NOTE: All rental costumes must be returned or a purchase fee will be added to your account.*

If you have questions or concerns, please let us know.

E-mail: [admin@artisticmotiondance.com](mailto:admin@artisticmotiondance.com)

Phone: (336) 286-2199

Website: [www.artisticmotiondance.com](http://www.artisticmotiondance.com)