

Coupe Theatre Studio

Studio Policies and General information

REGISTRATION: You may register your child for any classes he/she has been recommended for. If you are new to the studio, your child(ren) will be given a recommendation by studio staff for what classes they should register for. All registration is done on a first come first served basis. Your child's registration is not considered complete until all forms and waivers have been signed with proof of age (if needed) and your double tuition installment payment paid.

PAYMENT OPTIONS: Choose from 3 different installment plans. **For prices please see the back of this form**

- **PAID IN FULL TUITION:** If you pay the entire years tuition at the time of registration, you will receive a discount for the 32-week school year. Full tuition must be paid on or before **August 1st** (of the current school year) to qualify for this discount – no exceptions Please Note: there is no additional discount for 2nd child. **NOTE: PAID IN FULL TUITION IS NON-REFUNDABLE and WILL NOT BE CREDITED TO A FAMILY ACCOUNT.**
- **FIVE INSTALLMENT PLAN:** This plan breaks the annual tuition into 5 installments. The first installment is due at the time of registration, with the 4 additional installments due by September 10th, October 10th and November 10th, December 10th. See payment chart for prices. **NOTE: INSTALLMENTS ARE NON-REFUNDABLE.**
- **TEN INSTALLMENT PLAN:** This plan breaks the annual tuition into 10 installments. The first two installments are due at registration, with the additional 8 installments due by the 10th of September, October, November, December, January, February, March, and April. See payment chart for prices. **NOTE: INSTALLMENTS ARE NON-REFUNDABLE.**

PLEASE NOTE: The double installment due at registration is **NON-REFUNDABLE and CANNOT** be credited to your family account in the case of dropped classes. Tuition installments are due on the first class of each month September through April. Coupé offers a grace period through the 10th of each month. A **\$20.00 late fee** will be applied if tuition payment is not received by the 10th of the month. Returned Checks will be charged \$25.00 to cover bank fees. Any student whose tuition is in arrears **WILL NOT BE ADMITTED** to class. All tuition, costume fees and late fees must be paid in full by May 1st 2020.

CHANGE OF SCHEDULE: If a student chooses to discontinue classes for any reason, the studio must receive written notification **PRIOR** to the next billing cycle (first week of the month). Email notification is not acceptable. Parents are responsible for **ALL tuition payments** until a withdraw/drop notice is received in writing at the desk.

MISSED CLASSES: It is the student's/parent's responsibility to attend all classes they are registered for. **NO refunds or adjustments** will be given for any missed classes for any reason including prolonged absence. Make-up classes are given as a courtesy by the studio. A maximum of 3 make-up classes may be scheduled for each registered class. We ask that all make-ups be scheduled at the office after the missed class and all make-ups must be completed prior to Parent Observation Week (usually the end of January).

NOTE: Make-up classes are non-transferable • Tuition must be up to date in order to schedule a make-up • Make-ups will only be scheduled once for each missed class • Unattended make-up classes are forfeited • Make-up classes can only be scheduled after a class has been missed.

SCHEDULING AND CANCELLATIONS: Classes are subject to a minimum enrollment, and may be combined or cancelled during the year. Classes cancelled by the studio for any reason (illness or weather related, etc) will be made up and scheduled by the studio.

DRESS CODE: For a list of our current dress code, please visit our website: Coupedance.com
Our dress code is required for all students, as it promotes a professional and focused environment for learning.

COSTUMES: A costume fee (TBD) will be charged per student per class for each of the classes performing in the end of the year recital. Costume fees can be waived in return for volunteer work at the dress rehearsals and performances. Please inquire at the desk for more information.

DANCE SHOES: All students and visitors are asked to wear proper footwear in the dance studios to protect the floors. **NO** dance shoes should be worn outside. Stiletto heeled shoes are not permitted in the studios.

STUDENT CONDUCT: Students who are disrespectful to Coupé teachers, employees, visitors or other students will have their parents' notified and will be asked to leave the building. Any unkind remarks, photographs, videos or posts that maybe considered bullying, either on social media platforms, over the internet or verbally, will not be tolerated. Students who cannot follow this code of conduct will be suspended from class and tuition forfeited.

PHOTOGRAPHY:

Please Initial _____

I authorize Coupé Theatre studio to publish photographs of my child along with his/her name, for use in Coupé's printed publications and websites. I acknowledge that my child's appearance in publications and websites produced by Coupé is voluntary and there will be no financial compensation. I further agree that my child's appearance in any publication and website produced by Coupé confers upon me no right of ownership. I release Coupé Theatre Studio, its contractors and its employees from liability for any claims by me or any third party in connection with my child's participation. This agreement is made under the laws of the state of New York, which governs such agreements.

WAIVER OF LIABILITY:

Please Initial _____

I agree that I will not hold Coupé Theatre Studio, nor any employee, liable for injuries sustained or illness contracted while a student at the Studio. I also authorize Coupé Theatre Studio personnel to take emergency measures that are appropriate.

I have read and understand all the policies of Coupé Theatre Studio, photography release information and this waiver of liability, and hereby agree to comply completely with them.

AGREED TO AND ACCEPTED

Parent Signature

Date

PHONES: Cell phones and other electronic devices should be switched off and kept in a dance bag during class time. Please note that the recording of any class work or choreography is strictly prohibited unless you have a teacher's prior permission.

LOST & FOUND: There are lost and found bins located in both the male and female locker rooms. Items left at the studio will be placed in these bins. Jewelry and valuables are kept at the desk. Coupé is not responsible for any items lost or stolen and we recommend you keep valuables at home or with you during class. To keep personal items safe, lockers are available for all students to rent for the school year at a cost of \$25.

PARKING: Our parking lot is very busy and we kindly ask that you please drive slowly. Please park in the spaces provided, and walk your child into class. If you are dropping off a student, please pull past the front of the building and into a parking lane (without blocking other traffic), as stopping directly outside the front door is dangerous and creates unsafe conditions. Cars that are left unattended or idling in front of the building or in a non-designated spot will be asked to move. We ask that you please take special care when picking up and dropping off, for the safety of all our students.

FOOD & DRINK: No food or drink other than water is allowed in the studios. Students and visitors are welcome to eat at the tables in the common areas. Please clean up after yourself. Garbage and recycling bins are provided for your convenience.

HOMEWORK ROOM: The quiet room is for students only, and is intended for students to go between classes to do homework. We kindly ask parents to sit in the lobby or balcony area while waiting for their children.

| Number of hours per week *Tuition increases in 15minute increments, see office for breakdown | Price per year | Paid in Full discount due at registration | Sibling rate per year Paid in Full |
|--|----------------|---|------------------------------------|
| 45 mins Tots/Kinder | \$550 | \$530 | \$530 |
| 1 hour | \$600 | \$580 | \$570 |
| 2 hours | \$1160 | \$1120 | \$1100 |
| 3 hours | \$1670 | \$1610 | \$1585 |
| 4 hours | \$2150 | \$2080 | \$2040 |
| 5 hours | \$2600 | \$2510 | \$2465 |
| 6 hours | \$3000 | \$2900 | \$2845 |
| 7 hours | \$3360 | \$3250 | \$3185 |
| 8 hours | \$3610 | \$3490 | \$3415 |
| 9 hours | \$3800 | \$3670 | \$3590 |
| 10 hours | \$3940 | \$3800 | \$3725 |
| 11 hours or more | \$4140 | \$4000 | \$4000 |

Payment plan: 5 installments

| Number of hours per week *Tuition increases in 15minute increments, see office for breakdown | Price per year | Payment at Registration | 4 installments of \$ (Sept-Dec) | Sibling Rate Price per year | Payment at Registration | 4 installments of \$ (Sept-Dec) |
|--|----------------|-------------------------|---------------------------------|-----------------------------|-------------------------|---------------------------------|
| 45 mins Tots/Kinder | \$550 | \$110 | \$110 | \$530 | \$106 | \$106 |
| 1 hour | \$600 | \$120 | \$120 | \$570 | \$114 | \$114 |
| 2 hours | \$1160 | \$232 | \$232 | \$1100 | \$220 | \$220 |
| 3 hours | \$1670 | \$334 | \$334 | \$1585 | \$317 | \$317 |
| 4 hours | \$2150 | \$430 | \$430 | \$2040 | \$408 | \$408 |
| 5 hours | \$2600 | \$520 | \$520 | \$2465 | \$493 | \$493 |
| 6 hours | \$3000 | \$600 | \$600 | \$2845 | \$569 | \$569 |
| 7 hours | \$3360 | \$672 | \$672 | \$3185 | \$637 | \$637 |
| 8 hours | \$3610 | \$722 | \$722 | \$3415 | \$683 | \$683 |
| 9 hours | \$3800 | \$760 | \$760 | \$3590 | \$718 | \$718 |
| 10 hours | \$3940 | \$788 | \$788 | \$3725 | \$745 | \$745 |
| 11 hours or more | \$4140 | \$828 | \$828 | \$4000 | \$800 | \$800 |

Payment plan: 10 installments a Double at registration & 8 payments September -April plus a \$5 service fee per installment

| Number of hours per week *Tuition increases in 15minute increments, see office for breakdown | Price per year | Payment at Registration | 8 installments of \$ (Sept-April) | Sibling Rate Price per year | Payment at Registration | 8 installments of \$ (Sept-April) |
|--|----------------|-------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------------|
| 45 mins Tots/kinder | \$550 | \$110 | \$55 + \$5 = \$60 | \$530 | \$106 | \$53 + \$5 = \$58 |
| 1 hour | \$600 | \$120 | \$60 + \$5 = \$65 | \$570 | \$114 | \$57 + \$5 = \$62 |
| 2 hours | \$1160 | \$230 | \$116 + \$5 = \$121 | \$1100 | \$220 | \$110 + \$5 = \$115 |
| 3 hours | \$1670 | \$334 | \$167 + \$5 = \$172 | \$1585 | \$321 | \$158 + \$5 = \$163 |
| 4 hours | \$2150 | \$430 | \$215 + \$5 = \$220 | \$2040 | \$408 | \$204 + \$5 = \$209 |
| 5 hours | \$2600 | \$520 | \$260 + \$5 = \$265 | \$2465 | \$497 | \$246 + \$5 = \$251 |
| 6 hours | \$3000 | \$600 | \$300 + \$5 = \$305 | \$2845 | \$565 | \$285 + \$5 = \$290 |
| 7 hours | \$3360 | \$672 | \$336 + \$5 = \$341 | \$3185 | \$633 | \$319 + \$5 = \$324 |
| 8 hours | \$3610 | \$722 | \$361 + \$5 = \$366 | \$3415 | \$687 | \$341 + \$5 = \$346 |
| 9 hours | \$3800 | \$760 | \$380 + \$5 = \$385 | \$3590 | \$718 | \$359 + \$5 = \$364 |
| 10 hours | \$3940 | \$788 | \$394 + \$5 = \$399 | \$3725 | \$749 | \$372 + \$5 = \$377 |
| 11 hours or more | \$4140 | \$828 | \$414 + \$5 = \$419 | \$4000 | \$800 | \$400 + \$5 = \$405 |