

## TexARTS Academy Policies

**Registration and Tuition Payments:** Registration is first come, first served. The 2009-2010 season runs August 31-May 23, 2010, excluding holidays noted on the academy calendar. There is an annual one-time registration fee of \$20 per student. The first tuition installment and registration fee is due at the time of registration.

TexARTS accepts tuition payments made by check, bank debit card, or credit card (Visa, Master Card, Discover). Returned checks will incur a \$35 fee. Tuition fees may be made in full or at the first of each month. Payments made after the 5<sup>th</sup> will be charged a \$15 late fee. If payment is later than 30 days, classes will be suspended until balance is settled.

**Recital Information:** All students are encouraged to participate in TexARTS' annual recital. Bon Voyage will take place May 22-23, 2010 in the TexARTS Keller Williams Theater. Costume measurements for dance students will take place during class December 7-11, 2009. The deadline for recital registration and costume order is Monday December 14. There is a \$20 nonrefundable recital fee per student. Costumes for the annual recital are \$50 per costume (no costume fee for acting and voice students). Group and individual photographs will be taken at TexARTS May 8, 2010.

**Attendance and Missed Class Policy:** Consistent attendance is essential to make progress in dance and theatre arts. Missed classes will not be refunded. If a student must miss class, please inform the TexARTS Academy office (512) 852-9079 x104 of absence, and schedule an age and level appropriate makeup class. Students with any obvious symptoms of illness including fever, persistent cough, runny nose, nausea, etc. will not be permitted to participate in classes. Any student later than 15 minutes to class may be asked to sit out and watch. Students with excessive absences may not be eligible to participate in the annual recital performance.

Attendance for Rising Stars, Great Shakes, and Saturday Musical Theater Academy will be strictly enforced. Students are making a commitment to a pre-professional program, and will be treated accordingly. Students with more than two absences (illness will be excused) may be dismissed from group. Directors must be notified in advance of any prior commitments.

**Student Placement:** Students will be placed in classes according to age and ability at instructor's discretion. Please contact TexARTS Academy office (512) 852-9070 x104 with any questions concerning placement.

**Miscellaneous Policies:** TexARTS reserves the right to refuse service to anyone. The instructor reserves the right to dismiss any student from class due to disciplinary problems.

If class enrollment does not exceed (1) student, the student will have a half-hour private lesson with instructor. Personal consultations with instructors are by appointment only and should be made through the office (512) 852-9070 x104. Instructors are not available before, after, or in between classes to discuss problems, concerns, or questions.

Schedules and instructors are subject to change. All classes need a minimum of four students enrolled.

TexARTS is not responsible for providing before or after class care for students. If a student is left unattended for more than five minutes after class, a late pickup fee of \$15 will be charged each fifteen minutes thereafter. Children under ten years of age must be accompanied by an adult to and from the entryway of the TexARTS facility. Once outside of the TexARTS facility, the welfare of the student is the responsibility of the parent or legal guardian.

TexARTS has permission to take photographs of students during class and performances for use in website, advertisement purposes, and promotional materials.

**Assumption of Risk and Release of Liability:** Participation in TexARTS activities is voluntary. When participating in TexARTS activities, the student will not hold TexARTS, its owners, instructors, landlords, and other students responsible or liable for any loss, injuries or damages incurred. The parent or legal guardian gives consent and permission for student to participate in TexARTS activities.

**Medical Emergencies:** In the event of a medical emergency, TexARTS staff will immediately contact emergency services. Parent or legal guardian will be contacted immediately. In the event that parent or legal guardian is unable to be reached, the second listed emergency contact will be notified. TexARTS staff will remain with student until emergency services arrive and accompany the injured or ill party in ambulance.

In the event of minor injury or illness, basic first aid will be administered to the injured or ill party by TexARTS staff. Parents or guardian will be contacted and informed immediately of the situation. If the parent or guardian is unable to be reached, the second listed emergency contact will be notified.