

CHANGES & WITHDRAWALS

1. What if I need to withdraw or switch classes?

Written notice (by fax, letter, or e-mail) must be received **2 weeks prior** to the day on which the last lesson is scheduled. This applies to all withdrawals, enrollment changes, and long-term absences of 3 weeks or more.

When the minimum 2 weeks notice is given, the Tuition Reserve may be:

- 1) applied to the last 2 week's tuition, or...
- 2) held on account for future use, or...
- 3) refunded within 30 days in case of overpayment, or...
- 4) adjusted to reflect new enrollment

PHONE SERVICE HOURS

Customer service at the studio varies; however, you may reach a studio representative by calling our studio phone at (408) **971-SOAR** (7627)

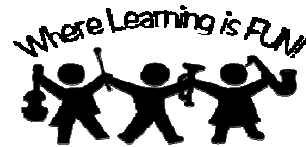
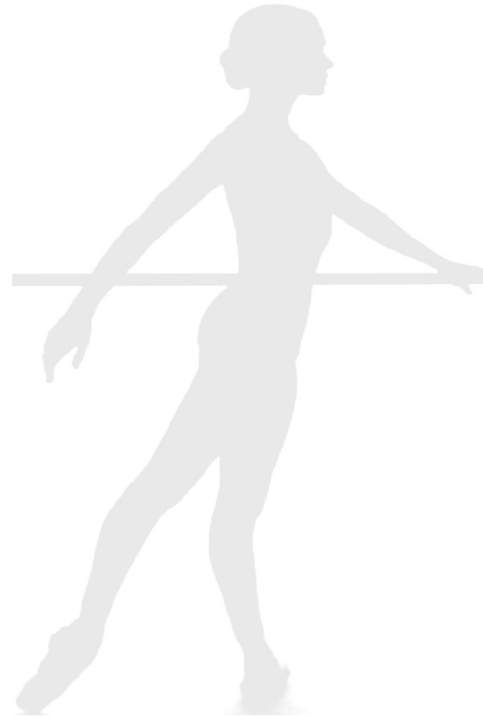
Weekdays M-F	9:00AM-5:00PM
Saturdays*	10:00AM-4:00PM
Sundays	CLOSED

*Saturdays, please call The Music Place Main Office at (408) **445-ARTS** (2787)

Located in San Jose at the corner of Hamilton & Meridian Avenues in the Willow Glen area, **The Music Place Main Office** serves as the administrative center for all of our teaching locations and studios.

The Music Place Main Office
1617 Willowhurst Avenue
San Jose, CA 95125

Please feel free to call or visit us anytime!



Soaring Spirit Dance Studio
is part of **The Music Place, Inc.**

Celebrating 25 Years!

1984 - 2009



The Music Place

DANCE STUDIO POLICIES

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www.musicplace.com www.ssdance.org

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ENROLLMENT

Registration Fees

Families may choose **yearly** or **lifetime** non-refundable registration fees as indicated below: (Lifetime fee includes music & dance.)

	Dance Year Only	Lifetime Fee
Individual	\$20.00	\$30.00
Entire Family	\$35.00	\$50.00

Tuition Reserve

Also required for enrollment is the **Tuition Reserve**. This is a deposit to pre-pay your last 2 weeks of classes. (It usually covers June classes.)

Giving Notice to Withdraw

When you provide 2 weeks notice, your Tuition Reserve is simply applied to those lessons, like a "last month's rent" deposit.

Of course, any overage will be refunded at that time. Likewise, if less than 2 weeks notice is given, the Tuition Reserve will be retained to cover the unnotified withdrawal.

Why Charge a Tuition Reserve?

Most of our teachers depend on teaching income for their livelihood; untaught lessons hurt their family's finances.

Tuition Reserve deposits encourage early notification of withdrawal, which gives us time to schedule a new student in the time slot.

Thanks in advance for your cooperation and understanding!

Confirmation Form

Upon receipt of fees, students will be issued a **Class Confirmation** by e-mail.

PLEASE NOTE: Families who do not use e-mail should notify the studio during enrollment to indicate their preferred forms of ongoing contact.

DISCOUNTS

Dance & Music Package Discount

Although successive dance classes incur significant discounts outlined on our tuition schedule, we offer another 10% off the first dance class when a student enrolls in weekly dance AND group or private music classes.

Partner Church & Full-Time Ministry Discounts

Partner Churches

(on whose property we are invited to serve) 10% discount for private lessons and 50% discount for group classes applies to staff or congregation members

Full-Time Ministry Discounts

10% discount for group and/or private lessons available for families supported by full-time ministry (written verification required)

Full Year Payment Discount

5% discount applies when families pay for the entire dance year from a checking or savings account.

MORE QUESTIONS?



If you have other questions or need assistance in any way, please feel free to call us during our regular office hours (noted inside) at:

(408) 971-SOAR (7627)

(408) 445-ARTS (2787)

or visit our websites:

www.musicplace.com

www.soaringspiritdance.com

PAYMENT Q. & A.

1. What forms of payment do you accept?

We accept cash, checks (made payable to The Music Place), monthly eCheck payments (deducted from a checking or savings account) and online check or credit card payments using Visa or Mastercard.

2. How do I sign up for Automatic Tuition Deductions from my checking or savings?

From our website, simply download the form entitled *Authorization for Automatic Payment Deductions*, and mail with a voided check to The Music Place, or fax to (408)445-2806.

3. How many classes does tuition cover?

Tuition covers 3-5 classes per month.

4. What if a class drops to fewer than the minimum students required?

Families may choose to pay the higher semi-private rate or opt for a shorter class until the class minimum is reached.

HOLIDAYS

What holidays do you observe?

The Music Place and Soaring Spirit Dance Studios do not close on every federal holiday. On the following holidays the office is closed and no group classes are taught:

Labor Day (1 st Monday in September)	Passover/Good Friday (Thursday-Friday)
Thanksgiving (Thursday, Friday, Saturday)	Memorial Day (last Monday in May)
Christmas Winter (Tuesday 12/22/2009 through Sunday 1/3/2010)	4th of July (during summer session)

Tuition is non-refundable and is not pro-rated for absences or holidays.

WHEN & HOW TO PAY

1. When are payments due?

Monthly payments are due in full on the 1st and late after the 10th.

Invoices are not sent.

Late payments received after the 10th will incur a \$10.00 late fee per class.

Incomplete payments are also subject to a late fee.

Please Note: Delinquent accounts of 45 days or more are subject to withdrawal and loss of Tuition Reserve.

2. May I pay online?

Payments from checking, savings, Visa and Mastercard are available online.

3. In what other ways may I pay?

In addition to the Automatic Tuition Deduction plan, checks or cash (in an envelope) may be dropped in the studio payment box by the service counter. Checks may also be mailed to The Music Place Main Office.

FINANCIAL NEEDS?

WE WANT TO HELP! Please call the office if you encounter either short or long-term financial difficulties. We can help you explore options like parent help exchange and short-term scholarships.

SICKNESS & ABSENCES

We know that children are subject to all kinds of sickness and other issues, and we encourage families to keep their children home when they show symptoms of a contagious illness.

Missed classes may be made up at the same or lower level dance or music group class. Make-ups may also be scheduled for future absences.

RECITALS Q & A

1. Why offer recitals?

We believe performance opportunities enhance the students poise and preparedness while giving them the opportunity to share their growing skills and gifts.

2. Who participates in year-end recitals?

All classes participate with the exception of the two youngest age groupings. **Creative Dance** and **Intro to Pre** classes perform for families and friends right in the studio at the end of the dance year.

2. When are recitals?

Spring Recitals are offered with other smaller class performance opportunities available throughout the year.

3. How are your recitals different?

- 1) Simple, modest and less expensive costumes
- 2) Wholesome, age-appropriate music
- 3) Demonstration of growing skills in a non-competitive environment
- 4) Students join audience to be inspired by their peers after they have performed
- 5) **Performance is taught as a gift to share**, intended to inspire and encourage the audience rather than to draw attention to individual performers.

