

# 2024-2025 Fall/Spring Session Policies and Procedures

## Registration

Annual Registration Fee of \$25 (non-refundable) per child or \$40 per family must be paid before the 1st class. All students need a completed registration form and signed waiver of liability before beginning class

## DIVISION ENROLLMENT REQUIREMENTS:

Minimum class requirements have been carefully prescribed for students based on their ages and skill levels.

- **Explorers Division**- artistic instruction for young performers ages 3-7 years - 1 class minimum requirement
- **PIT Division (Performers in Training)** - beginner to intermediate training for performers ages 8 & up - 2 class minimum requirement
- **Company Division** - intermediate to pre-professional training for performers - **Placement required**, classes as prescribed by company directors for each student
- **ASA (After School Arts)** - PreK through 5th grade - daily class schedule is prescribed for all participants according to age

## 2024-2025 FEE STRUCTURE:

- **1 class - \$560** (\$56 non-refundable deposit due with registration fee/ remaining pmts \$56/month)
- **2 classes - \$1,080** (\$108 non-refundable deposit due with registration fee/ remaining pmts \$108/month)
- **3 classes - \$1,600** (\$160 non-refundable deposit due with registration fee/ remaining pmts \$160/month)
- **4 classes - \$2,120** (\$212 non-refundable deposit due with registration fee/ remaining pmts \$212/month)
- **Unlimited classes - \$2,640** (\$264 non-refundable deposit due with registration fee/ remaining pmts \$264/month)
- **Company Fees remain at \$1,900** (190 non-refundable deposit due with registration fee/ remaining pmts \$190/month)
- **ASA Fees - \$264/month / Day Rate \$75/month** (\$264 non-refundable deposit due with registration fee/ remaining pmts \$264/month)

## Tuition Payment Options (effective 08/01/2024)

There are three payment options for the 2024-2025 Fall/Spring Session.

- Option 1 - All fees paid up front
- Option 2 - 50% due on August 23, 2024 and 50% due January 1, 2025
- Option 3 - 1 month non-refundable deposit due upon registration on/ or before August 23, 2024 and equal monthly installments due the 1st of each month beginning September 1 through May 1, 2025.

AUTODRAFT IS AVAILABLE AND PREFERRED. If a payment is not received, returned, and or declined, the enrollee must pay by the last day of the month or risk their student being sidelined from class. A \$15 late fee will be assessed for any tuition paid after the 1st day of the month. If an account is not current the student will be asked to sit and observe the class until the account is current. If a student is absent it does not change the due date of a payment.

CREATING A NEW  
expression  
OF COMMUNITY





Account management should be handled online through Dance Studio Pro (DSP) in order to restrict activity in the facility and ensure proper crediting to each account. If you must pay with cash or check, please remit to office admin between 2:00pm & 5:00pm.

### Absence Policy

Classes you miss for any reason should be communicated to the office as soon as possible. If a student misses more than 3 consecutive classes without notification to the office, they will be automatically withdrawn from the class roster. In cases where instruction has advanced far beyond the students ability to catch up, they will be removed from the Spring performance roster and given backstage and/or support responsibilities if available. In cases of serious illness, injury, or emergency, credit may be extended toward a future class, but only for classes missed after the office is notified.

### Holidays

WTown will observe any major holidays according to the Durham Public Schools calendar. Classes remain as scheduled on teacher workdays.

### Cancellations

Registrations for classes close on the Saturday prior to first day of classes at 6pm. Any classes not meeting minimum enrollment at this time are subject to cancellation. Students enrolled in a cancelled class may either choose another class or request a full refund for said class.

### Inclement Weather

In case of inclement weather, we operate on the Durham Public Schools District Policy. If DPS is closed due to inclement weather, we will be closed as well, unless we inform otherwise. We will post a message regarding class cancellations on this site, on our Facebook page, and via the group text app. We will attempt to schedule make-up classes when possible, but are not able to give refunds or credit for classes missed due to weather.

### Closures

In any circumstances when WTown is ordered to be closed due to federal, state, county or city mandate all classes will be moved online for live-stream. Any changes to enrollment or registration will follow the same policy with no exceptions.

### Showcase Recital Fee

A fee of \$50.00 is assessed to each student and is due Monday, May, 5, 2025. These funds help defray the associated costs of costuming, contracted tech, props, sets, and equipment rentals.

### Showcase Final run-throughs and Tech Rehearsals

All showcase rehearsals are mandatory. If a student misses Dress and/or Tech Rehearsal, the student will not be able to participate in the showcase.