

POLICIES



RETAIN THIS DOCUMENT FOR YOUR RECORDS - DO NOT RETURN

www.artofdancemadison.com/policies

These policies may be amended from time to time.

This document is the **30 August 2008** version.

The most up-to-date version of the policies is kept online at the address above.

www.artofdancemadison.com

Payment

Tuition is payable in **cash or check only** and is due in full prior to attending any class, lesson, or activity. Enrollment is not transferable. Clients will be charged a **\$30 fee** for returned checks (NSF).

NO REFUNDS AVAILABLE - ALL SALES FINAL!

Prices may change at any time. Prices that appear due to errors or other manners of miscommunication will not be honored.

Attire

Clients are expected to wear comfortable clothes that allow a full range of motion. Athletic attire is best. Tight fitting pants, skirts, and cropped tops should not be worn.

NO STREET SHOES ON THE DANCE FLOOR. Wear ballroom dance shoes, practice shoes designed specifically for dance, or your socks. Clients must remove footwear that leaves marks or causes damage.

Private Lessons

Private lesson sessions consist of **fifty minutes** of instruction followed by **ten minutes** of self-guided practice. Up to two people may attend private lessons.

CLIENTS ARE RESPONSIBLE FOR PAYMENT OF SCHEDULED APPOINTMENTS REGARDLESS OF ACTUAL ATTENANCE.

To reschedule at no additional cost, **clients must contact the instructor and make new arrangements at least twenty-four hours prior to the scheduled appointment.**

Clients may pay an additional **\$35 fee** to reschedule when less than twenty-four hours notice is provided.

Clients may not reschedule unless the instructor is notified in advance (that is, no reschedule option is available for no-shows).

The rescheduling policies apply in all situations, regardless of the reason or explanation for missing or rescheduling, including (but not limited to) illness, injury, work or family obligations, child care issues, weather, traffic, parking, or transportation difficulties.

No refunds, credit, or make-up time available if arriving late.

Five-lesson packages expire eight weeks from the date of the first appointment. Other limitations may apply.

Private Lesson Specials

Appointments made as part of a private lesson special may be booked approximately one week apart. If clients desire lessons more frequently, less frequently, or if clients wish to book double sessions (or more), you are not eligible for private lesson specials.

Six-lesson packages expire eight weeks from the date of the first appointment. Other limitations may apply.

Photography / Videography

Clients **may not** record video during Group Classes. Clients **may** record video for their own personal use during Private Lessons.

Group Classes

Clients are expected to arrive on time and to participate in the warm-up. The warm-up is an important part of any dance class.

No trial classes. No make-up classes. No refunds or credits for late enrollment, late arrival, or absences (whether planned or unplanned).

Behavior

Dance lessons are exciting and should feel rewarding and enjoyable for all participants. However, dancers should expect to be challenged or frustrated as well. Plan to handle those emotions constructively.

Criticizing a romantic partner or dance partner during lessons is not tolerated. Criticism outside of lessons is bad form as well.

The instructor will provide corrections. **Clients should not attempt to teach each other.** Correcting each other creates a much less productive environment for learning and a strange dynamic in the partnership.

Making mistakes is an important aspect of learning to dance. Discovering common mistakes is a deliberate part of the teaching method.

Changing Partners

In Group Classes, **participants are strongly encouraged to change partners** (though they will not be required to change partners).

Learning to dance well requires feeling the ways in which other people move and realizing how a dancer's own movements affect his/her partner. This is equally true for leads and follows.

By dancing with other people, dancers quickly discover and address deficient aspects in their own dancing, aspects for which their usual dance partners may already be compensating. By correcting these deficiencies, dancing with their usual dance partners becomes much more enjoyable.

Changing partners ensures that each dancer interacts with more of the people in class and enjoys the social aspects of dance.

Cancellations

Should the instructor or one of the facilities providing space for activities cancel an activity (due to weather, illness, etc), every reasonable effort will be made to provide a make-up date.

*See website for Classes & Events
Private Lesson Specials, Road Trips
Competitions, Dance Parties and More*
www.artofdancemadison.com