

## **LIVING ARTS DANCE STUDIO: Rules and Regulations 2012**

### **PAYMENT OF FEES**

- a) Students' fees must be paid promptly within the 1<sup>st</sup> week of a new month/term or before the commencement of a new class.
- b) New Students who enroll for a course half way through the month shall pay a drop-in fee. A Trial fee will be imposed on all classes except for the Little Dancer Creative Movement Program.
- c) Full fees are collected on a monthly basis or by term as stated. No part payment is allowed.
- d) Monthly fees, trial fees and drop-in fees paid are non-refundable and non-transferable for classes missed as students still retain a place in the class although he/she is absent.
- e) Registration fees are compulsory and are non-refundable and non-transferable.

### **PAYMENT METHODS**

- a) Only cash and/or cheque is accepted. Please issue the cheque to "Secretly Divine".
- b) We do not provide credit card facilities at the moment. Sorry for any inconvenience caused.
- c) Please insist on your receipt upon payment.

### **PUBLIC HOLIDAY & TERM BREAKS**

- a) Classes shall continue throughout all public holidays and school holidays.
- b) Terms breaks will be declared during major festive season like Chinese New Year, Christmas, New Years and coincide with the school holidays.
- c) Living Arts will also declare terms breaks at the end of 11-12 weeks. Please refer to our calendar 2012.

### **REPLACEMENT CLASSES**

- a) Students who are away for holidays are not required to pay full fees if advance notice is given to our staff. If we are not informed, your deposit will be forfeited.
- b) No replacement classes will be allowed if any classes are missed during the course duration with the exception of certain circumstances (i.e. Medical reasons).

### **ATTENDANCE**

- a) Regular attendance must be kept, otherwise progress cannot be guaranteed and students might not be entered for competitions and/or performances.
- b) Living Arts studio reserves the right to transfer, combine or dissolve any class.

### **ACTIVITIES & PERFORMANCE**

- a) Students are encouraged to participate in all activities and performances organized by Living Arts. It is important to share your passion and creativity with your family and friends!
- b) Living Arts aims to nurture individuals to be passionate and have fun while learning to express themselves to their fullest potential. You may even lose some weight and gain some confidence in the process!

### **FRIENDLY REMINDERS**

- a) Please show respect to yourself, your teachers, and your fellow students.
- b) Please be punctual for class. In case of lateness, please inform our staff.
- c) Please refrain from smoking and eating within the vicinity.
- d) Only dance sneakers/socks/shoes are allowed on the wooden floor.
- e) Make yourself feel at home and leave it as how you would like to find it.
- f) Please take care of your own belongings. Living Arts shall not be responsible for damages and loss of valuable items.