

Ling Hui's Dance – School Policies

1. **Registration** is complete when full payment has been received and the Waiver/Registration form has been signed and returned to Ling Hui. Class Placement is very important for the benefit of all students' safety and optimum learning. Ling Hui personally evaluates each student for readiness and motivation to participate.
2. **Tuition is non-refundable.** Tuition may be paid one of three ways:
 - Quarterly payments are accepted if they are received on or before the first day of the quarter.
Autumn/Winter/Spring quarter dates listed in Academic Year Calendar.
 - Monthly payments are accepted if payment is received on or before the payment dates listed on the Academic Year Calendar.
 - Payment by the class is to be made before each class begins.
3. Attire: Hair is to be tied back off the face. Ballet students (beginning level and up) must have leotard and light pink ballet slippers and tights. A wrap dance skirt is optional (after barre exercise). Contemporary dance and Creative dance students should have leotard and leggings, bare feet or cotton socks.
4. Supervision of students is not provided by Ling Hui outside of the classroom. Students arriving early for class or waiting to be picked up are expected to conduct themselves appropriately. Students should be accompanied by a parent or guardian into the building and should be picked up from inside the building. Ling Hui cannot be responsible for students who are dropped off outside or who venture outside to be picked up. The classroom will be open 5 minutes before instruction begins.
5. Respecting other students is expected from every member of Ling Hui's Dance. Ling Hui reserves the right to suspend, dismiss, or refuse services to any student whose attitude or behavior conflicts with the standard of the school or whose actions are deemed detrimental to other students or the school as a whole.
6. Regular attendance is encouraged for satisfactory progress. When a student misses class(es) it impacts the student as well as the class as a whole and may affect the student's advancement to the next level and/or participation in performances. Prior notice of absence from lessons is expected.
7. Visitors, parents and friends may observe classes in session from the observation windows. No one is allowed inside the classroom while classes are in session without permission from instructor. Please make prior arrangements for special circumstances such as visiting relatives or new student observation of classes.
8. Photography and videotaping are not allowed without prior permission from instructor.
9. Music used in dance classes is copyrighted. It is not available for use outside the classroom.
10. Lost/stolen articles are not Ling Hui's responsibility. A lost and found box is located at the entrance to the classroom. Articles remaining in the lost and found box for an extended period of time will be donated to charity.
11. No gum, food, drink or cell phone use allowed in the studio. Water is the only beverage allowed. Please remember to take your water bottle with you when you leave.
12. Ling Hui reserves the right to cancel classes due to low enrollment. If a class is cancelled credit will be issued or tuition refunded.