



POLICY

Check-In

- *All students/guests must check-in at the front desk before entering classes.
- *Students who have not registered or signed-in as a drop-in will NOT be able to enter class until doing so.

Tuition and Registration

- *Tuition is due at the time of registration and automatically charged on the first business day of each month. All accounts must have a credit card on file to register for classes.
- *All previous balances must be paid in full in order to register for and attend classes. Registration fees are non-refundable. No exceptions.
- *7 days written notice prior to the 1st of the month is required to withdraw from any classes. Withdrawals will not be accepted via phone. Partial months will not be credited.
- *All registrants must be assigned to a particular class; classes are not interchangeable and can only be switched with approval from the office. Request to switch classes must be given in written notice to MIADANCEFACTORY@GMAIL.COM. *
- *All Fall registrants will be subject to a registration fee every Fall season.
- *Accounts will not be freezed and are subject to new registration upon return.

Attendance

*Students must arrive on time. Students who arrive tardy to their classes will be asked to sit out of the class. Repeated tardiness may result in termination of lessons.

*Attendance is important. Students missing more than 3 classes from February forward will not be allowed to participate in the end of the year recital.

The school reserves the right to provide a substitute teacher if the scheduled teacher is ill or unable to teach classes.

***MISSED CLASSES WILL NOT BE PRORATED. MAKE-UP CLASSES ARE ENCOURAGED.**

***MAKE-UP CLASSES MUST BE SCHEDULED THROUGH THE ONLINE PORTAL.**

Credits and Refunds

Registration fees are non-refundable. No exceptions.

*Credit and/or refunds for missed class(es) due to holiday, vacation, business trips, illness, weather, etc. will not be provided.

Dress Code

*Required M.I.A.D.F dance attire must be worn to all classes. Failure to wear required dance attire will result with students being asked to sit out.

*Please download the dress code PDF under **DRESS CODE** to view specific attire.

End of Season Recital

*Please note that there will be an End of the Season Dance Recital for each scheduled class.

*A non-refundable Recital Costume fee of \$100 per class is automatically charged to your account (50% deposit November 1st and 50% balance February 1st).

Cell Phones

*Student cell phones should only be used for emergency purposes and are not permitted to be used during classes.

Trial / Drop-In Classes

*First class is free for all new students, thereafter all trial/drop-in classes and evaluations will be subject to \$25 per class.

Closures

*M.I.A Dance Factory follows the Miami-Dade County Public Schools calendar and will be closed on all federal holidays and school breaks (winter break and spring break).

*Credit and/or refunds for missed class(es) due to holiday, vacation, business trips, illness, weather, etc. will not be provided.

***MISSED CLASSES WILL NOT BE PRORATED. MAKE-UP CLASSES ARE ENCOURAGED.**

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Parking

*Front entrance parking / Garage door parking is not permitted, violators will be towed.