

PAYMENT POLICIES

All families are responsible for Registration and Spring Production Fees and Tickets on a per family basis; tuition and costume fees on a per student basis.

1. ALL PAYMENTS ARE MADE VIA CREDIT/DEBIT CARD AND WILL BE AUTOMATICALLY DEDUCTED (VIA THE CARD ON FILE) BY OUR BUSINESS OFFICE ACCORDING TO PAYMENT PLAN SELECTED AND FEES & DUE DATES SCHEDULE.
2. ALL TUITION & FEES are non-refundable, non-transferable and is not prorated based on missed courses or other centre closings.
3. TUITION is a yearly tuition fee, NOT a monthly fee. As a courtesy, we offer various payment options.
4. Payment Plan (must be registered by October 1st to receive discounts)
 - One Payment – 10% discount
 - Two Payments -5% discount
 - Three Payments-2% discount
 - Monthly Installments (for Annual Tuition)
5. Our monthly installment payment option is based on a four week month; no additional charge is accessed for months that offer 5 courses. In the months with holidays or school closings, (snow days, etc), no tuition is reduced.
6. A \$20.00 late fee (per month) is charged on all payments not received within 5 days of the due date.
7. A \$30.00 returned payment fee is charged for all returned payments. Phusion reserves the right to suspend your student(s) enrollment due to excessive returned payments. A late fee will automatically apply.
8. Please be aware that if your account becomes delinquent, the following could occur:
 - Your student will be removed from class until your account is current.
 - Your student may not able to participate in the Spring Production.
 - Your student will be automatically withdrawn from the Centre and must re-register to attend any further courses if your account is 60 days past due.
9. All families must sign an Auto Debit release form to authorize Phusion to withdraw all tuition and fees.
10. This authorization remains valid until such time that the parent provides 30 days written withdrawal notice to the Phusion business office. Parent/Guardian is responsible for all tuition & fees during the 30 day period.
11. The parent is responsible for timely notifying the business office in writing if there are any changes to their credit/debit card information. If information on file is NOT accurate, parent will incur late fees according to late fee policy.
12. Phusion is not liable for any negative impact to accounts due to insufficient funds.
13. The business office handles all questions and/or concerns regarding your account. You can contact the business office at businessoffice@phusionpaa.org.

TUITION FEE

1. The tuition amount is determined based on the students assigned Curriculum Level. Please refer to the Curriculum Levels & Rates Sheet.
2. Tuition fee is paid on a per student basis.
3. Tuition is based on the Curriculum Level, each student will be placed in the appropriate level based on his/her placement. Phusion faculty is dedicated to the growth of each student; therefore all placements are at the discretion of the faculty and at the final approval of the Artistic Director. **NO EXCEPTIONS.**

Reminder: This amount will be automatically deducted by the Phusion Business Office according to the Tuition Payment Plan chosen by parent/guardian via Card on file.

REGISTRATION FEE

1. Registration fee is \$65.00 per family. (Note: Special Rates are sometimes announced for pre-registration)
2. Must be paid in full at the time of registration and before student(s) take their first class.
3. In order to receive registration discounts, all students must be registered at the same time. If you register a student after your original registration date, an additional \$15.00 is due.

Reminder: This amount will be automatically deducted by the Phusion Business Office according to the Fees & Due Dates schedule via Card on file.

PRODUCTION FEE

1. Production Fee is \$75.00 per family
2. Production fees must be paid in full in order for the student to participate in the Spring Production.
3. Production fees cover:
 - the cost of securing a state of the art facility and all other production related cost including but not limited to lighting & sound, set design, props, etc....
 - the cost for extra rehearsal time. During this time, the student is being further developed and instructed.
4. Additional Production fees are required if your student participates in other Phusion productions including but not limited to a fall, winter or other specialty productions.

Reminder: This amount will be automatically deducted by the Phusion Business Office according to the Fees & Due Dates schedule via Card on file.

COSTUME FEES

1. Costume fees are based on the number of courses your student is enrolled in.
 - Youth = \$50 per course/costume
 - Upper = \$75 per course/costume
2. Costume fees must be paid in full in order for the student to participate in the Spring Production.
3. Costume fees cover:
 - the cost for the purchase, use, and cleaning etc... for the costumes.
4. Additional Costume fees are required if your student participates in any other Phusion production including but not limited to a fall, winter or other specialty production.

Reminder: This amount will be automatically deducted by the Phusion Business Office according to the Fees & Due Dates schedule via Card on file.

SPRING PRODUCTION TICKETS

1. Each family is responsible for purchasing ten (10) tickets to the Spring Production, totaling \$150.00; which can be sold to family and friends for \$15.00 each. Ticket fees are non-refundable and non-transferable.

Reminder: This amount will be automatically deducted by the Phusion Business Office according to the Fees & Due Dates schedule via Card on file.

SCHOLARSHIPS

1. Only students who have attended Phusion for a minimum of one year are eligible for Phusion scholarships.
2. Phusion has a limited number of scholarships per year. They are offered based on demonstrated financial need and/or the dedication and commitment of the student and parent.
3. Scholarship awards are for "TUITION" ONLY and may not cover the entire annual tuition amount. Parent/Guardian is responsible for Tuition until the award has been granted.
4. Parents are required to complete a Scholarship Application form and submit all required documents in order to be eligible for an award.

FAMILY DISCOUNT

Primary Student (1st Student) - Pays Full Tuition

2nd Student – 15% Discount

3rd Student – 25% Discount

Add'l Students – 50% Discount

1. Primary Student = the student with highest tuition
2. In order to qualify for the family discount, the primary student must pay full price and additional student(s) must be siblings of the primary student and live in the same household.
3. If you register an additional student after you register your 1st student, your tuition will be adjusted according to #1 above.
4. Discounts will be calculated based on the students with the lower tuition.

PRIVATE LESSONS

All private lessons must be scheduled for and paid in advance at the Front Desk. All private lessons are non-refundable and non-transferable. See Artistic Director for more information. Family Discounts do NOT apply for private lessons.

COURSE PLACEMENT/PROMOTION

Course placement will be determined by the School Director/Artistic Director. Level is assigned after student participates in placement class. Students are evaluated during the first month to determine if proper placement has been made. Each student is carefully monitored and placed in appropriate level course each year.

PHUSION believes each student should be given the opportunity to progress at his/her own speed and ability; therefore, it is not unusual for a student to remain in the same class level for more than one year. PHUSION has developed a set of technical criteria by which placement is determined. Students will be advanced when they have demonstrated mastery of the technical requirements for their current placement level. Each faculty member will hold evaluation sessions during the year and a technical skills assessment will be completed. It is vital that students attend class regularly, fully engage and participate in class when they are in class. Also it is very important that students practice at home.

Changes to course schedules may only be made with approval of the Artistic Director. The decision of the Artistic Director is final.

CLASS ATTENDANCE

- A student's progress depends upon attendance to all classes. Class attendance is essential.
- If a dancer arrives after his/her class has begun, the dancer must enter the studio when the music is not playing and ask the instructor's permission to join class. Tardy students (more that 15 minutes late) may be asked to observe to protect the dancer from injury.
- If your child will be unable to attend a class due to illness of other reason, please call PHUSION at least 30 minutes prior to the beginning of class so that the instructor can be informed of the child's absence and email ADMIN@PHUSIONPAA.ORG.
- If your student will miss class due to family vacation and other family events, please email ADMIN@PHUSIONPAA.ORG.
- PHUSION will not reimburse students for missed classes. Please see Make-up Policy.

HOLIDAY OBSERVANCES

Phusion observes the following holidays, please see the Calendar for exact dates. Visit WWW.PHUSIONPAA.ORG and Click on Registration Link.

- Labor Day
- Thanksgiving
- Christmas
- New Years
- MLK
- Spring Break
- Memorial Day

PHUSION observes the same school closings due to inclement weather as Dekalb County School System. Please tune in to WSB News for updates.

MAKE-UP COURSES

Phusion understands that students may have to miss class for unexpected emergencies. Therefore, we will allow 3 make-up courses per semester. In order for your child to "make-up" a class, you must contact the Administrative Assistant at admin@phusionpaa.org no later than one week prior to the scheduled "make-up" class to put your child's name on a list to reserve their spot.

Students are only permitted to take certain courses as make-up courses and will be placed in a "make-up" class according to his/her level by the Artistic Director.

Students are only permitted to make-up courses within 1 week of the original class. No tuition adjustment will be made for missed regular courses or missed "make-up" courses.

PHOTOGRAPHY/VIDEOGRAPHY

The student named herein and legal guardians agree to grant Phusion Performing Arts Alliance, its agents and their successors, the right to use, publish and copyright student's picture, portrait or likeness in advertising, promotion or publicity for Phusion Performing Arts Alliance and Company regardless of the student's present or future status.

MEDICAL EMERGENCY

Phusion reserves the right to call the emergency medical number (911), if your student is in need of immediate medical attention and the parent(s) or emergency contacts on file are not able to be contacted.

MEDICATION

Phusion will not dispense any medication without the consent of the parent(s)/guardian. If your student requires medicine on a daily or as needed basis, the parent or guardian can supply the student with the medication if student is of age; or parent/guardian can complete a written authorization form to keep in the students file.

STUDENT PICK-UP

Phusion wants to ensure the safety of each student while at Phusion. This includes student pick-up after all courses and/or rehearsals. Students MUST BE picked up by a parent/guardian (or authorized persons, as noted on the Authorization form). For students between the ages of 5.5-12, parents/guardians MUST come in to the studio to pick up their child; students WILL NOT be allowed to leave the building unescorted. Students 13+ years of age may only leave the premises, unescorted, if the parent/guardian is able to pull up to the curb so our staff can identify the person picking them up.

When a parent/guardian CANNOT pick up their student, please understand the following:

1. Phusion will need to receive a phone call, from the parent/guardian, identifying the person who will be picking up their child and their relationship to you.
2. A note will be made on our Student Pick-up Sheet documenting the change.
3. The authorized person will need to show I.D. and sign the student out before Phusion will release the student to them.

STUDENT CODE OF CONDUCT

- Students will treat the faculty, administration and parents with respect at all times while at Phusion.
- Students will conduct themselves in a respectful manner to their peers.
- Students will arrive at least 10 minutes before class to be properly prepared for the start of class.
- Students will be properly dressed for each class according to the Dress Code.
- Students will conduct themselves in a respectful and appropriate manner while at Phusion. (Horseplay will not be tolerated.)
- Students will not engage in excessive talking during class.
- Students will not bring food, gum, candy or beverages other than water into the studios.
- Students will properly thank the faculty at the conclusion of class.
- Students will clean the studio upon departure.
- Students agree to keep the common area (dressing room, common area, classroom, and bathroom) neat, clean and tidy while at Phusion.

DISCIPLINARY POLICY

The administration and staff of Phusion promises to treat each child with respect, give praise and recognition for accomplishments and encourage the students to aim for excellence. We will not discriminate in any shape, form or fashion against any child.

We stand on our motto “Building a Foundation for Life through Art and Discipline”. It is our belief that children require discipline in all areas of their life. Good discipline clears the path for better learning. However, no physical discipline is allowed at Phusion.

All students of Phusion promise to carry themselves as positive role models within the walls of Phusion Performing Arts Alliance and their school and community.

Violation of this policy will result in disciplinary action as stated below and repeated offenses may result in immediate dismissal from the school.

Behavior	Discipline
<p><u>Mild/Medium behavior includes, but is not limited to:</u></p> <ul style="list-style-type: none"> • Disrespectful to Peers • Abuse of Dress Code (including hair) • Poor Attendance & Tardiness • Poor Attitude • Excessive talking in class • Excessive horseplay in class • Improper conversations (either within or around the premises) 	<p>1st – 2nd offense – Verbal warning 3rd offense – Asked to either sit and observe or leave the class. Talk with Director & parent notified 4th offense – Parent Conference</p>
<p><u>Moderate Behavior includes but is not limited to:</u></p> <ul style="list-style-type: none"> • Improper Language (profanity and/or derogatory) • Disrespectful to Administration and/or Faculty • Disrespectful to Phusion Parents • Defaming the name of the School • Defaming the name of any Staff and/or Teacher • Purposefully damaging property of Phusion (either within or around the premises) 	<p>1st offense – Parent Conference 2nd offense – One week class observation (student must come to all classes that week and fees still must be paid) 3rd offense – 4th offense – One week suspension from center (fees still must be paid) 5th offense – Expulsion from Phusion (Parent is still held under the 30 day notice policy with regards to withdrawal of student. Fee is still expected for one month.)</p>
<p><u>Severe Behavior includes but is not limited to:</u></p> <ul style="list-style-type: none"> • Physical Altercations • Use of Alcohol/Illegal Drugs • Smoking • Stealing 	<p>1st offense – Parent Conference</p> <p>The offenses listed in this area can cause immediate expulsion from the center. (Parent is still held under the 30 day notice policy with regards to withdrawal of student. Fee is still expected for one month.)</p>

Each offense will be documented and placed in the students file. For the safety and well-being of all the children/students, Phusion cannot make any exceptions to the above stated disciplinary policy.

DRESS CODE

BALLET/POINTE	
<p><u>Girls</u></p> <p>Black Leotard Nude/Flesh Tights Nude/Flesh Ballet slippers Nude/Flesh Pointe shoes (if on Pointe)</p> <p>Pointe can only be taken at the discretion of the Artistic Director.</p>	<p><u>Boys</u></p> <p><u>Youth & Elementary Levels</u> Black tights or shorts White t-shirt White socks White ballet slippers</p> <p><u>Intermediate & Advance Levels</u> Black tights White t-shirt White socks White ballet slippers</p>
<p>Notes: Separate ballet skirts can be purchased, but can only be worn at the discretion of the instructor. (NO ATTACHED SKIRTS TO LEOTARDS)</p> <p>**Elementary III, Intermediate II & Advance girls <u>must</u> purchase a sheer black ballet wrap skirt and a black rehearsal tutu.</p> <p>Long hair must be in a bun and students that can pull hair into ponytail should purchase a bun. Students with shorter hair should pin hair away from face. NO JEWERY, NO COLORED FINGER NAIL POLISH OR DISTRACTING NAIL DESIGNS.</p>	
PILATES	
<p>Loose, comfortable clothing Bare Feet</p>	<p><u>Items to bring</u> Mat Towel</p> <p>Note: If students have a class directly after this class, they should wear the clothes required for their next class under their other garments. There is no time for changing clothes.</p>
MODERN	
<p><u>Girls</u></p> <p>Black Leotard Nude Tights Jazz Shorts (Optional) Bare Feet</p>	<p><u>Boys</u></p> <p>Black tights, shorts or Jazz Pants White t-shirt Bare Feet</p>
JAZZ	
<p><u>Girls</u></p> <p>Black Leotard Nude Tights Jazz Shoes (Black) Jazz Shorts or Pants(Optional) Solid Colored Fitted T-Shirt (Optional)</p>	<p><u>Boys</u></p> <p>Black shorts or Jazz Pants Solid Color T-Shirt (No Baggy Shirts) Jazz Shoes (Black)</p>

DRESS CODE cont...

TAP	
<p><u>Girls</u> Black Leotard Nude Tights Tap Shoes (Black) Jazz Shorts or Pants(Optional) Solid Colored Fitted T-Shirt (Optional) Colored Socks (Optional)</p>	<p><u>Boys</u> Black shorts or Jazz Pants Tap Shoes (Black) Solid Color T-Shirt (No Baggy Shirts)</p>
HIP HOP	
<p>Loose, comfortable clothing Regular Sneakers or Dance Sneakers</p>	<p>Students can relate to the movement better if dressed appropriately in hip hop attire.</p> <p>Note: If students have a class directly after this class, they should wear the clothes required for their next class under their other garments. There is no time for changing clothes.</p>
AFRO-FUSE	
<p><u>Girls</u> Black Leotard Nude Tights Jazz Shorts or Pants (Optional) African Skirt (Strongly Recommended)</p> <p><u>Boys</u> Black tights, shorts or Jazz Pants Black or Grey Sweat Pants White, Grey or Black t-shirt</p>	<p>Students can relate to the movement better if dressed appropriately in attire.</p> <p>Note: If students have a class directly after this class, they should wear the clothes required for their next class under their other garments. There is no time for changing clothes.</p>
MUSICAL THEATRE, VOCALS, KEYBOARDING & DRAMA	
<p>Phusion T-Shirt for Music/Drama Dept Loose, comfortable clothing Shoes (no tap shoes)</p>	<p><u>Items to bring</u> Music Books Notebook & Pencil/Pen</p> <p>Note: If students have a class directly after this class, they should wear the clothes required for their next class under their other garments. There is no time for changing clothes.</p> <p>**STUDENTS CAN NOT TAKE THESE COURSES IN THEIR DANCE CLOTHES UNLESS INSTRUCTED TO DO SO.</p>