

# **FONTAINE DANCE BUSINESS POLICIES**

**Please read and agree to the following:**

ALL PAYMENTS ARE DUE AT THE TIME OF REGISTRATION

## **PRIVATE LESSON POLICIES:**

1. Private lessons are 50 minutes long. The 50 minutes begins at the time scheduled, not the time the student arrives.
2. A 24 hour cancellation policy is strictly enforced. If for any reason a student cancels within the 24 hour period prior to their scheduled lesson, there will be a full charge for the lesson.
3. If a student purchases a 5 or 10 lesson package, we request that you complete those lessons within one year of the 1<sup>st</sup> lesson taken.
4. PRIVATE LESSONS ARE NON REFUNDABLE, HOWEVER THEY ARE TRANSFERRABLE.

## **GROUP CLASS POLICIES:**

1. Pre-registration is requested for all classes and the registration fee for the class is non-refundable, except in the event that a class is cancelled by Fontaine Dance. CREDIT CARD PAYMENTS WILL RECEIVE A CREDIT FOR FUTURE CLASS OR PRIVATE LESSON.
2. CANCELLATION POLICY: UP TO 3 DAYS BEFORE A CLASS BEGINS YOU MAY TRANSFER TO ANOTHER CLASS IF NECESSARY...
3. If you drop the class after the first session, you may make arrangements, **prior to dropping out**, to pick up a class at a future point from where you left off.

## **MAKE UP POLICIES:**

1. If you miss one class a make-up is recommended, but not mandatory. If you miss 2 classes in a session, a make-up is mandatory to continue in the session. The fee for a make-up is \$20 for one or two people.
2. Make-up lessons are approximately 30 minutes long.
3. A 24 hour cancellation policy is strictly enforced. If for any reason a student cancels within the 24 hour period prior to their scheduled make-up, there will be a full charge for the lesson.

**AS A COURTESY TO THE INSTRUCTORS AND OTHER STUDENTS,  
GUESTS & CHILDREN ARE NOT PERMITTED TO WAIT IN THE LOBBY OR  
THE BALLROOM WHILE YOU ATTEND CLASSES OR PRIVATE LESSONS.**

**THANK YOU,  
STEVE & NANCY FONTAINE**