



## SETON HILL UNIVERSITY DANCE ACADEMY

### Policies

Updated 09/2024

#### Safety Policies

- Dropping dancers off from cars or walking dancers to the exterior door is encouraged; a SHUDA staff member will be at the door to monitor. Please be considerate of the Seton Hill Shuttle which needs to be in the drop off area to pick up and drop off college students.
- Accompanying family members are not permitted to wait in the building during classes except when necessary due to the student's age or medical/emotional needs. If it is necessary for a family member to remain in the building during the class, they must complete a form in advance with the name and contact information of ONE person who will accompany the dancer. The accompanying family member must wait in the designated area and follow all posted physical distancing policies.
- Dancers and accompanying family members must exit the building through the nearest exit immediately following the end of their scheduled classes.
- Dancers and accompanying family members are asked to wait in the car or outside the building until 5 minutes before class time.
- Dancers should wait for the instructor to signal when to enter the studio.
- Dancers should bring a large filled water bottle to class.

#### Continuing policies

**SAMPLE CLASS:** All students are permitted to sample any classes up to two times prior to committing to payment for the class.

**DANCERS AND INSTRUCTORS ONLY IN THE CLASSROOM:** Only students and instructors are permitted in the classroom.

**WITHDRAWAL:** Not attending classes does not equal a withdrawal from any course. A written notice of withdrawal must be submitted to the Community Arts Program Director. We reserve the right to charge a cancellation fee of up to \$150 per dancer for withdrawal from SHUDA before May 2025. (based on costs incurred on behalf of dancer)

**TUITION FEES:** Please note that you are registering your dancer for classes from September through June. We do not offer pro-rated tuition rates for fall or spring months only. Classes are designed to build technique culminating in the spring performances.

#### OPTIONS FOR TUITION PAYMENT:

1. One payment due in full by September 10th offers the biggest discount—best value
2. Two payments due by September 10th and January 10th—good value
3. Eight payments due by the 10th of each month from Sept.-April. (no payment is due in May) NOTE: This payment option takes the total tuition for the entire year and divides it by eight. It is not intended to pay for classes the dancer attends that month, it is a way for dancers who take a large number of classes to have a manageable payment schedule.

**LATE PAYMENT CHARGE:** Tuition is due on the 10th of the designated month regardless of any absences due to illness, vacation, etc. If tuition is not received by the 10th of the month, SHUDA reserves the right to assess a \$25.00 charge per late payment.

**NON-PAYMENT OF FEES:** Students with unpaid tuition or fees will not be permitted to re-enroll at SHUDA or perform in productions, including the end of the year show, until the balance is paid in full. In addition, if it becomes necessary for the University to engage an outside collection agency to assist in the collection of payment of the fees, a collection fee will be assessed and will be due in full at the time of the referral to a third party. The collection fee will be calculated at the maximum amount permitted by law.

**RETURNED CHECKS:** In the event a check is returned for any reason, a returned check fee of \$50.00 will be assessed.

**NO REFUNDS:** We do not give refunds on paid tuition for any reason, including, but not limited to the following: Child does not like class, conflict with class schedule, change of heart, sports team practices, musical rehearsals, illnesses, vacations, etc.

**ANNOUNCEMENTS** Newsletters will be sent out monthly via email or postal mail, and made available on-line at [setonhill.edu/shuda](http://setonhill.edu/shuda). Please indicate on the registration form if you prefer to receive invoices by email or postal mail. All information that is sent home will be posted on the call board outside dance studio one.

**CLOSINGS:** Snow/severe weather/other closings will be announced by 3:00 PM on the voicemail at 724-552-2923 and an email sent to all current dancers with addresses on file. It is understood that when roads are unsafe that parents are not expected to drive.

**LOCATION:** All in-person dance classes take place in Seton Hill University's Arts Center located in downtown Greensburg at the corner of West Otterman Street and College Avenue.

**PERFORMANCES:** The Holiday Dance production and end of the year dance productions are held in the Reichgut Concert Hall at the Seton Hill University Performing Arts Center located in downtown Greensburg at 100 Harrison Avenue.

**PARKING:** all parking lots near the SHAC and PAC are owned by the City of Greensburg and therefore are subject to fees and policies as posted in the lots. City lots are free on weekdays after 5 pm and all day on Saturdays and Sundays. At any time before 5 pm on weekdays, you must park and pay in a metered space or the parking garage. Seton Hill or SHUDA cannot "fix" or remove parking tickets issued by the Greensburg City Police Department so please be sure to follow all posted policies to avoid being ticketed. The area in front of the entrance to the SHAC is a University Shuttle stop, there is no parking or waiting permitted in this area.

**WAITING:** please see updated policy on waiting for your dancer above.

**BUILDING SECURITY:** All SHUDA families will be required to obtain an access card that will allow entry into the SHAC. The building will remain locked at all times. Please complete the release section on the online form to request an access with a \$10 deposit to obtain a card. (in person or mailed) Only registered and paid dancer's families are permitted access and each family may be issued up to 2 cards. (deposits required for all cards) Returning dancers' cards will continue to be active from year to year.

**BABYSITTING FEE:** any dancer that is not picked up promptly at the end of class requiring a SHUDA Staff member to wait longer than 15 minutes will result in a \$50.00 babysitting fee (per each 30 minutes). Please respect our instructors' time.

**Seton Hill University Dance Academy**

**Mailing Address: Box 390F, One Seton Hill Drive, Greensburg PA 15601**

**Dance Studio Address: 205 West Otterman St., Greensburg, PA**

**724-552-2923**