

- The studio will open 15 minutes before class and is locked up within 15 minutes at each end of the day. Students must be picked up within this time frame. Students who are left unattended after their class/classes are not the responsibility of Marquis Dance Academy.
- Please respect the facility: Remove ALL outdoor footwear and place on the racks provided
- The schedule is subject to change. Marquis has the right to move or cancel any class.
- Important information will be emailed. Parents/guardians are responsible for checking emails regularly.
- Student placement: it is to the discretion of the staff to move a student to a different class if the original class they enrolled in is not suitable for their level.
- The office must be informed of any extended vacations or absences during the dance season.
- Students and parents/guardians must conduct themselves in a manner that does not interfere with other people's use and enjoyment of the Marquis facilities (ex. harassment, aggression, bullying). If these actions persist, Marquis shall have the right, at its discretion, to take any action it deems appropriate, including, but not limited to, dismissing the student from the dance school. Any concerns or issues should be brought to the school's attention.
- Recital is an integral part of the full dance experience as a performing art.
- There will be NO refunds for missed classes and NO make-up classes except where the said class is cancelled by the studio. There will be no refunds for cancelled classes due to severe weather conditions out of our control.
- Students leaving money or valuables in the dressing rooms do so at their own risk. We suggest not bringing valuables to the studio, we are not responsible for lost or stolen items.
- No smoking or pets are allowed in the building.
- Students must adhere to the dress code.
- Costumes will not be released if there is an outstanding balance on an account.

WITHDRAWAL POLICY

- Any cancellation or withdrawal from a class must be made by emailing the school at office@marquisdance.ca with the following information: name of student & class from which the student is withdrawing from, and the reason for the cancellation. The cancellation will be in effect from the date from which the email was received. Verbal notices will not be sufficient.
- Costumes deposits and payments are non-refundable after Nov 1, 2023 for IP classes and Nov 30, 2023 for the regular program classes. This is because costume orders are placed in November & December.
- All outstanding accounts MUST be paid in full prior to the next year's registration.

