
UUC Policies & Procedures

Fees

1. All tuition fees for students in the UUC Open Program **MUST be submitted in FULL** at the time of registration with either one full-year payment or 3 separate e-transfers **DUE NO LATER THAN the 25th of the month prior to the start of a term.** E-transfers to **unlockunleashcontrol@gmail.com**
2. All tuition fees for students in the UUC Elite or PDP Program **MUST be submitted in FULL** at the time of registration with either one full year payment or 3 separate e-transfers **DUE NO LATER THAN the 25th of the month prior to the start of a term.**
3. Any payments made on a monthly basis will be required to be paid a month in advance in an effort to keep all accounts current.
4. An annual non-refundable registration fee of \$30 per student is payable upon registration.
5. All fees include 13% HST.
6. If your UUC account is pre-authorized, please notify the administrative office at least 2 weeks in advance of any changes to your credit card number or expiry date. Please notify our office at least 7 days prior to the payment date if a change in method of payment is required.
7. A \$50 NSF fee will be applied to your account for any dishonoured payment.
8. **ALL TUITION FEES ARE NON-REFUNDABLE.**

Late Policy

Term 1: Fees are due upon completion of registration

Term 2: Fees are due by November 25th

- fees unpaid by December 1st will incur a 5% late fee
- fees unpaid by December 15th will incur a 10% late fee
- fees unpaid by December 31st will incur a 15% late fee

Term 3: Fees are due by February 25th

- fees unpaid by March 1st will incur a 5% late fee
- fees unpaid by March 15th will incur a 10% late fee
- fees unpaid by March 31st will incur a 15% late fee

****This applies to all other fees, payments and due dates throughout the dance season.***

Discounts

1. **A 5% Family Discount** is offered to all siblings belonging to the same immediate family, upon submission of a complete tuition fee payment for the first child. If the tuition fees differ, the discount will be applied to the lesser amount(s).
 2. Fees paid in advance **for the FULL YEAR receive a 5% discount** (per family, not per child).
 3. A discount is offered to all students registering for more than one class per week.
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Regular Private Class Fee and Walk-In Rate

1. \$90/hour +HST for private classes OR \$85/hour +HST if booking a minimum of 10 classes
 2. \$25/hour for walk-ins
 3. \$20/45 min for walk-ins
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Pilates Private Class Fee & Walk-In Rate

1. \$90/hour for private classes OR \$85/hour if booking a minimum of 10 classes
 2. \$30/hour for walk-ins
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Cancellations / Non-Attendance / Emergency Situations

1. ALL TUITION FEES ARE NON-REFUNDABLE.
 2. No refund will be given for the unused portion of a partially completed payment term.
 3. Notice must be given to the administrative office in the event of a withdrawal. Non-attendance is not accepted as a cancellation notice from any class or program. Refunds or credits will not be issued for missed classes.
 4. Classes missed due to illness may be made up in a comparable class within the current term. In the event of inclement weather, it is the responsibility of the parent/student to check out the UUC website or our Facebook page to determine the status of classes for that day. Refunds or credits will not be issued for missed classes.
 5. In the event of inclement weather, it is the responsibility of the parent/student to check out the UUC website www.unlockunleashcontrol.com / [Facebook](#) / [Instagram: @unlockunleashcontrol](#) to determine the status of classes for that day.
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Classes / Terms

1. Payment must accompany registration to confirm class placement.
 2. Registration is based on a first come, first serve basis. Registrations cannot be accepted for classes that have reached capacity. Students may opt to be put on the waitlist if a space becomes available.
 3. UUC by CSDS reserves the right to combine or cancel classes in the event of low registration/attendance. Class schedules are subject to change.
 4. The Director and/or UUC staff reserve the right to transfer a student from their class to an appropriate class if they feel the student is not meeting the criteria and requirements of the level, and/or will benefit more in a newly assigned class.
 5. Class size is maximized at 16 students to ensure individual attention.
 6. All students currently registered in a class and wishing to change classes must first check with the administrative office before participating in the new class. Students may not be able to switch classes if the "new" class is at capacity. The change will also be dependent on the discretion of the teacher/director.
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UUC Dress Code

1. All classes require a black leotard and black studio dance shorts, unless otherwise stated. It is advised to purchase your studio spirit dancewear from UUC and all other required supplies from a dancewear store. Try *Inspirations* (online orders only) or *FreeStyle Dancewear* in Waterloo.
 2. UUC dancewear is available at the studio. We will place an order for all of your dancer's needs at the beginning of the dance season. Please inquire. *Order availability is based on quantity required.*
 3. Students are required to have their hair up and in a secure bun for all ballet and technique classes. Hair must be pulled back and off the face for all other classes. Please, no play or costume jewelry.
- **JUNIOR – SENIOR** (Open/Elite & PDP) **BALLET classes**
GIRLS: Black leotard, specified pink ballet tights & pink ballet slippers.
BOYS: White fitted t-shirt or tank top, and black fitted dance shorts, white socks, black ballet slippers.
 - **ALL GROUND FORCE/PAULA MORGAN TECHNIQUE (GFT/PMT), JAZZ & TAP + TINY TOT & MINI classes**
GIRLS: Black leotard, black fitted dance shorts, and bare feet or pink ballet slippers, black tap shoes, black jazz shoes.
BOYS: White fitted t-shirt or tank top, and black fitted dance shorts, and bare feet or black ballet slippers, black tap shoes, black jazz shoes.
 - **ALL HIP HOP classes**
Funky and comfortable (stretchy) clothing, clean, non-marking runners/sneakers (NO street shoes allowed in the studio). Hats are permitted. No jeans please.
 - **ALL LYRICAL/CONTEMPORARY classes**
Fitted dancewear and dance paws
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Costume Deposits for Performances

1. A non-refundable payment of \$80.00/per costume is due by November 1st of the current dance year for all annual recital costume(s).
 2. **After November 1st, costume deposits will NOT be refunded.**
 3. One additional payment for the balance of your costume(s) must be paid prior to costume pickup (March/April).
 4. Full payment of costume is still required if you cancel after November 1st, no exceptions.
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Annual Recital

1. Our annual recital is held tentatively at the end of May each year at the Humanities Theatre at the University of Waterloo. Ticket purchases for the show are made through the theatre box office.
 2. All students are invited to take part in all recital shows (usually 2 performances). If you have purchased the costume(s) it is understood that recital participation is expected in respect of the teachers, class work and peers.
 3. Each family will receive a recital newsletter with the details pertaining to the recital at the end of April/early May.
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Society of Classical Ballet (Vaganova Method) Examination Fees

1. Any ballet exam student must submit the required examination fees set out by The Society of Classical Ballet (Vaganova Method) no later than 6 weeks prior to the exam date and all exam fees are non-refundable.
 2. Extra rehearsal fees in preparation for ballet examinations will apply upon the discretion of the teacher/director at the rate of \$15/1hr class.
 3. Dress code for ballet examinations must be adhered to.
GIRLS: UUC black studio leotard, specified pink tights and pink ballet slippers (and/or pointe shoes).
BOYS: must wear a white fitted t-shirt or tank top, black dance shorts, white socks and black ballet slippers.
*Leotard and shorts to be purchased through UUC.
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Holidays

Holidays follow the Waterloo Region District School Board calendar, with exception of the Christmas Break. Please note that the studio will be closed on the following days:

Thanksgiving Weekend:

Saturday - Monday (*closed full weekend*)

Halloween:

October 31 (*evening classes only!)

Christmas Break: (2+ weeks)

Family Day

March Break: (1 week)

Easter Weekend:

Good Friday, Easter Sunday and Easter Monday

Victoria Day Weekend:

Saturday - Monday (*closed full weekend*)

Try a Class / Bring a Friend

1. Any student wishing to participate in a trial class or attending a Bring A Friend Day must first obtain a studio waiver to be signed by the parent/legal guardian and must contact the studio to pre-book their class time.
 2. There is NO cost for a single trial class and is limited to one trial class/student.
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UUC Guidelines/Expectations

1. UUC respects the safety of all of its students, therefore all nuts and nut-related products are strictly prohibited on UUC premises and at all functions where UUC students are in attendance, ie: dress rehearsal and performances.
2. Please do not bring valuables to the studio. UUC cannot be held responsible for lost or stolen items or for items left on our premises.
3. Only water bottles are allowed inside the dance studio space, please no juice, gatorade, etc.
4. Please inform our office of any change to your home or email address, phone/cell number or a change of emergency contact information.
5. As a student and a parent/legal guardian, I will fully respect the judgment and decisions made by the director and the UUC staff.
6. As a student, I will be respectful and mannerly towards myself, fellow peers, and the staff of UUC, at all times. At no time will negativity or bullying be tolerated.
7. I hereby release to UUC by CSDS the rights to all photography and video recordings that may be taken during classes, performances and conventions/workshops for promotional use.
*** The media release form must be signed and returned upon registration.**
8. It is imperative that all UUC students and parents respect UUC's Code of Conduct. UUC reserves the right to dismiss any student for disruptive, disrespectful or illegal behaviour. Students who are dismissed from their dance program are not eligible for tuition or costume credits/refunds.