

# Hub Performing Arts Contractual Agreement

Please read the following as it pertains to all of our requirements and regulations regarding tuition, Performances, termination, and communication.

## I. Tuition and Fees

There is a registration fee for all families at *Hub Performing Arts School* (\$25 per student, per year). A Registration Form and Contractual Agreement must be on file by the end of the students' first week of class. Tuition must be paid for at time of enrollment to ensure a place in the class. Tuition must be paid through our website through automatic withdrawal either with a checking account or a credit card unless other arrangements have been made. Withdrawals will be made between the 5th and 10<sup>th</sup> of the month. Any withdrawal that is rejected due to insufficient funds will be charged a \$25 fee. Tuition and fee must be paid in cash before the student will be allowed to attend another class if a withdrawal is rejected. Classes, faculty and schedule are subject to change. All classes have a required minimum in order to make.

## II. Final Performances

At the end of each twelve week semester or spring semester for school year classes, we will have a final performance for each class and team that allows our students to show what they have learned.

- Show participants must be enrolled in classes continuously from their date of enrollment to the date of the performance (TBA) in order to be eligible. If students withdraw at any time during the semester, they will not be eligible to return and perform. Students who miss an excessive amount of classes may lose parts or solos and will only be allowed to perform in the numbers they know well enough to perform. No refunds will be given for absences or recasting.
- Cast Members will be asked to sell or purchase a half page ad in the program for the show they are performing in. Ad forms will be given at the Parent Meeting at the beginning of the semester. Ad sales will result in free tickets to the show and if available preferential seating.
- Students will provide their own costumes for the performance. These will be kept simple and inexpensive. They will be items you could find in your own closet, borrow or are very inexpensive. Our focus is on the performance itself, not costumes and sets!

## IV. Suspension and Termination of Contract

*Hub Performing Arts School* reserves the right to ask any patrons/students to leave the premises and thereby terminate all contracts at any time. This termination may be on the grounds of failure to pay, failure to abide by the above contract, and/or unacceptable behavior. Failure to pay results in a suspension whereby the student will be unable to participate in classes until full payment is made. Such suspension may result in termination if it is deemed excessive or reoccurring, which will be determined exclusively by *Hub Performing Arts School*. Full termination of rights may also occur for failure to abide by this contract or for unacceptable behavior of students and/or families. If you cancel your registration at least one week before the first class, a cancellation fee of \$25 will apply. If you cancel less than one week before the class begins, no refund or credit will be issued. Thirty day notice is required if cancelling after attending class. Fees may not be transferred or extended towards future tuition except in emergency situations.

## V. Communication

We are committed to keeping you informed about your student and activities here at Hub Performing Arts School. We will send a monthly email newsletter and occasional notes home regarding performances, behavior, payments, etc. Please check with your student after each class to see if anything was given to them. If you miss class, check with the instructor to see if anything went out the week before. E-mail is the fastest and cheapest way to communicate with a large number of students. Please configure your e-mail settings to accept our e-mails to insure they don't go into your junk mail. Our e-mail address is [hub@hubperformingartsschool.com](mailto:hub@hubperformingartsschool.com). In the case of inclement weather or other unforeseen emergencies, email will be used to communicate. Please make sure you are checking regularly.

## VI. The Hub Way

**At Hub Performing Arts School we strive to develop the character of our young performers along with their talent. We call these expected behaviors THE HUB WAY! Failure to abide by these expected behaviors can result in removal.**

- ***There are no small parts only small actors.*** At Hub we teach students that every part is important and requires your full concentration and absolute commitment. Students will have the opportunity to play lead roles (should they have the ability) but also will be cast in smaller parts and even chorus roles so they learn the character that is required to be a team player.

- ***Love the art in yourself, not yourself in the art.*** At Hub we strive to teach students to discover the art within themselves and to dig deep and pull all they have out in every class, exercise, rehearsal, and performance.
- ***You are a star when you make others feel like they are star.*** At Hub we encourage our students to be a part of the “family” atmosphere we strive to create. We applaud and encourage all performers and competitors and all efforts made by our “family.”
- ***All the worlds a stage.*** We encourage our students to remember that the Hub Way is not only important within our school but in their everyday environments as well.