SCHOOL YEAR 2008-2009

General Policies

TRAIN *with* THE BEST

DBC - Interdisciplinary Studies for Arts and Sciences
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GENERAL POLICY

- Payment may be made by cash or check. An annual registration fee of P1,000.00 is required at the beginning of Season 1(September).
- New and returning students not registered during Season 1 will be required to pay the P1,000.00 registration fee.
- Course fees will not be pro-rated for students registering after the season has started.
- Checks returned NSF by the bank are subject to a P1.000.00 handling charge.
- DBC-ISAS reserves the right to terminate a student's lessons for inappropriate behavior, poor attendance or for failure to abide by this policy.

PRIVATE INSTRUCTION

- Private lesson fees are based on a 12-week season.
- Registration involves a completed registration form with payment in order to reserve a space.

GROUP CLASSES

- Group classes are based on a 12-week season.
- Registration involves a completed registration form with payment in order to reserve a space.
- A minimum of 3 students are required to run a class.

TUITION PAYMENT POLICY

There are two payment options:

- One-Time Payment:
  Full tuition due at time of registration, including a P1,000.00 registration fee for new and returning students not registered in September.
- Two Installments:
  1st Installment due at time of registration, including a P1,000.00 registra tion fee.
  2nd Installment is due on the season's 6th week.

- An interest factor of 0.53 will apply to fees paid by two (2) installments.

REFUNDS FOR GROUP CLASSES

It is the student's responsibility to attend classes. Refunds are not provided for missed classes. If a student withdraws from a program either before it begins or within the first week, a credit will be given to the student. No refunds will be given after the first week. If a program is cancelled due to insufficient enroll-ment, a credit will be given.

ATTENDANCE AND MAKE UP LESSONS

It is the student's responsibility to attend classes. All changes of schedule should be coursed through the Administration Office.
All students are requested to give a **12 hour notice** for in case of absences. **All make-up lessons <u>must</u> be fulfilled within the current enrolled season**.