



The
KNIGHTS
MUSIC AND DANCE ACADEMY

RULES AND REGULATIONS

1. The Academy is open 7 days a week. It remains closed on national/ public holidays such as **Republic Day, Independence Day, Gandhi Jayanti, Diwali** etc. The schedule of holidays is displayed on the School's notice board & uploaded on the website from time to time.
2. Full quarterly fees are to be paid through **Cheque/ Demand Draft** or **QR Code** facilitated in the school office (**Cash payment is not accepted**).
3. Dance classes are conducted in groups and will be according to the dance schedules of the academy. The timings of the classes are fixed.
4. Classes missed due to faculty unavailability will be compensated. However if a student misses a class, any make-up class is solely at the teacher's discretion. The academy is not obligated to provide any such make-up class. Late arrivals (more than 30 minutes) may be marked absent at the discretion of the instructor.
5. Classes missed by students for the following reasons will NOT be made good
 - a. Classes falling on national/public holidays and during summer and winter vacations.
 - b. Classes missed due to school examinations/outstation camps, trips, late attendance or for any other reason. In case of serious illness or hospitalisation, however, the Director may consider making up classes as a special case on the evidence of a medical certificate.
6. The last date to register for classes for any month will be the final day of the preceding month.
7. The due dates for payment of fees by students for the upcoming quarter will be the 15th of the last month of the current quarter. **Note : 500/- late fee will be charged after the due date.**

The above dates for payment of fees by students should be strictly complied with. Teachers will not take classes for students not paid their fees for the quarter. There is no guarantee that the slot will be maintained after three weeks from the due date of the late fees.
8. Fees for the quarter, once paid by the students, will not be considered for refund. However, exceptional circumstances and cases may be considered.
9. Students should attend the classes regularly. Students whose attendance is irregular or who absent themselves frequently and for long periods without prior intimation and full justification, would be removed from the rolls. The Director reserves the right to terminate the lessons of students at any time, if their work, application or discipline are found to be unsatisfactory.
10. The school reserves the right to change a teacher assigned to a student at any point of time, if found necessary.
11. **Award of Scholarships:** Scholarships are awarded to students on the basis of an audition that may be held periodically with talent and commitment as the main criteria.
12. In all matters the decision of the Principal shall be final and irrevocable.

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A UNIT OF MADBONGS STUDIO



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DANCE STUDIO RULES

1. Wear clean and comfortable clothing appropriate to the class
2. Please reach the academy 15 minutes prior to the workshop time
3. Don't wear outside shoes. Either carry your dance shoes with you separately or clean them before entering the studio
4. Carry your water bottles
5. Do not use your mobile phones in between the class or do so with the teachers permission
6. Give space to everyone to move with you
7. Don't wear jeans
8. Keep your bags on the sides of the studio
9. Do not eat food inside the studio
10. Do not litter

Student/Parent Signature

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