



MSTC General Class and Payment Policies

2025-2026 Season

1. **Policies:** All policies in the handbook must be agreed to and signed in order for your child's enrollment to be complete. Please make sure that you have read and understand all the terms and conditions.
2. **Semester:** Each semester runs for 12 weeks. Scheduled closures and holidays have been accounted for in the calendar, and tuition reflects only the weeks classes are held.
3. **Voice Lessons:** If a student is unable to attend a scheduled voice lesson, cancellations must be communicated at least 24 hours in advance. Cancellations made within less than 24 hours will be charged in full. **Cancellations must be made via email to info@mstcuniontown.org.**
4. **Drop-off/pick-up:** Parents/Guardians must drop off and pick up students on time. All students will enter and exit through the main doors of the State Theatre, located on Main Street. Parents must come inside to pick up their children. Students are not permitted to wait outside unsupervised.
5. **Waiting Areas:** Classes are closed to observers. However, parents/guardians are welcome to wait in our designated waiting area during class sessions.
6. **Registration Fee:** A \$25 nonrefundable registration fee is due at the time of registration.
7. **Class Absences:** Regular attendance in class is important for each student's growth and the progression of the class. If a student must miss a class, absences should be emailed to info@mstcuniontown.org and not given directly to an instructor.
8. **Payment Policy:** We accept the following forms of payment: Cash, Check (Made out to Main Street Theatre Company), Visa, MasterCard, Discover. You have two ways to pay:
 1. Pay in full by cash, check, credit, or debit card.
 2. Monthly payments by cash, check, credit, or debit card.

If you choose to pay through a monthly payment plan, you **must have a card** on file. Payments will be automatically deducted on the first of each month if not paid in advance.

Students with outstanding tuition or registration fees from a previous season will not be eligible to register for the current season until those balances are paid in full.

Credit Card Fees: In an effort to cover the costs of credit card processing fees, we will charge **2.89%** to every transaction paid with a Visa, Mastercard, or Discover credit card. **This does not apply to debit cards or other forms of payment.**

9. **Returned Checks/Declined Card:** Returned checks will result in a \$30 fee. Declined credit cards not updated in our system in 3 business days will be assessed a \$25 fee for each week outstanding.
10. **Refunds:** No refunds will be issued after the second week of classes. If you are on a monthly payment plan and withdraw after the second week, you are responsible for the full tuition amount.
11. All billing matters and inquiries should be addressed to **info@mstcuniontown.org.**

12. **Recital/End of Year Performance:** Members of the MSTC Youth Company are required to participate in the Annual Revue at the end of the season. There is no performance for all other classes. Teachers may choose to invite families to the final class of each semester to view class material.
13. **Rights and Reservations:** MSTC reserves the right to adjust class schedules due to enrollment or other needs. You will be offered the opportunity to select a new class or receive a refund if your selected class is canceled. MSTC also reserves the right to place students in classes appropriate for their age and skill level.
14. **Weather Related Closings:** Please check our website and social media pages for possible cancellations due to inclement weather or any other emergencies. Because so many of our students come from different municipalities, MSTC will make its own determination of closings independent of any school districts. Make up sessions will be scheduled at the discretion of the teacher depending on space availability.
15. **Release of Liability:** MSTC, its agents, faculty, employees, owners and operators will be held harmless from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, injury or illness, including death, that may be sustained by the student and/or guardian, while in or upon the premises or any premises under the control and supervision of MSTC, its owners and operators or in route to or from any of said premises.

In addition, the parent/guardian shall assume full responsibility for any and all medical expenses their child may incur as a result of any injury he/she may sustain.

16. **Student Code of Conduct:** Please review these items with your child.
 - a. Students should arrive on time, and should not enter the class space until invited in by their instructor.
 - b. Students must remain in the designated class and waiting areas at all times. Other areas of the theatre are off limits.
 - c. Students must use the restroom before class. If a student needs to use the restroom during class, only one student is allowed out of the classroom at a time.
 - d. Proper dress code including shoes and hair must be followed.
 - e. Only water is permitted in class. No food or gum is allowed in class.
 - f. No cell phone use is allowed in class.
 - g. Students must refrain from running, shouting, touching other students, touching equipment/mirrors/props without teacher permission in the classroom, waiting areas, dressing rooms, and restrooms.
 - h. Students must speak respectfully to all staff and peers and must conduct themselves in a respectful manner while in the building and in class. Bullying and gossip are not tolerated at MSTC, and disciplinary action will be taken for any behavior that is not respectful to others.
 - i. Students are expected to put forth their full effort to each lesson, and to work with their classmates as a team.