

## Rules and Regulations

**Dear Members,**

In order to ensure smooth cooperation between our members and the Studio, a few basic yet essential rules apply. We therefore consider it important that you are fully informed about your **Rights** and **Obligations**.

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### 1. Payment Methods & Terms

Payment options are available per class, monthly, quarterly, or via annual membership (10 months).

- Members are kindly requested to renew their membership in a timely manner, within the first **10 days after expiration**.
  - Monthly membership is prepaid.
  - Payments are made at the Reception (Monday–Friday: 18:00–21:30 | Saturday: 12:00–16:00) or via deposit to one of the designated bank accounts.
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### 2. Absences – Make-Up Classes

- In case of absence, the member is entitled to make up the class within 30 days, by attending any class of their choice, provided their membership remains active.
  - If a class is not held due to the responsibility of the Studio or the instructor, it will be made up by the Studio.
  - Classes with fewer than two participants are cancelled. The class may be made up in the following days.
  - If arrival is delayed by more than 15 minutes, the class will not take place and will not be made up.
  - Please inform the Reception in a timely manner in case of absence.
  - During official public holidays, the Studio remains closed. Classes that fall on those days are not made up but exceptionally may be replaced within your active month.
  - After cancellation of membership, no refunds (partial or full) are provided. Any remaining attendances may be transferred to a future active month.
  - Studio prices for registered members apply to a 10-month period. No additional discounts are provided for Christmas and Easter holidays.
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### 3. Participation in Events & Festivals

- Each year, the Studio organizes the **Oriental Expression Awards**, the **Bollywood & Multicultural Dance Festival**, and other events.
  - Members wishing to participate are required to:
    - Attend their classes consistently,
    - Contribute to the associated costs, which are announced prior to the start of preparation and cover choreography, special rehearsals, and costume supervision,
    - Return performance costumes within **10 days** after the event.  
After this period, an additional charge applies for every ten days of delay.
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### 4. Cleanliness & Use of Facilities

- All classes and changing rooms must be kept clean and tidy.
  - All props (fans, veils, Isis's wings, etc.) must be returned to their designated place after each class.
  - Lockers in the changing rooms must remain empty and available for all members. Shoes may not be stored in lockers. Locker keys must always be returned to their designated place.
  - All waste must be disposed of in the designated bins provided throughout the Studio—not in the classes or changing rooms.
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## 5. Arrival & Attendance

Members are encouraged to arrive **10 minutes before class**, to ensure a smooth and timely start.

Upon arrival:

- Members must check in at the Reception,
  - Scan their card at the QR Code reader,
  - And inform staff if they will be attending more than one class.
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**The Administration,**  
*Artistic Studio Oriental Expression*