

Rules and Regulations

Dear Members,

To ensure smooth cooperation between our members and the Studio, we have established a few simple but important rules. We believe it is important that you are fully informed of both your rights and responsibilities.

1. Payment Methods & Terms

Payment options include per class, monthly, quarterly, or annual membership (10 months).

- Members are kindly requested to renew their membership on time, within the first **7 days** after it expires.
- Monthly tuition fees must be **paid in advance**.
- Payments can be made at the **Reception Desk (Mon–Fri: 18:00–22:00 and Sat: 12:00–17:00)** or via bank transfer to the designated bank account.

2. Absences – Make-Up Classes

- In case of absence, members are entitled to make up the missed class **within 30 days** by attending any other class of their choice, provided their membership remains active.
- If a class is cancelled due to the Studio or the instructor, a make-up class will be provided by the Studio.
- Classes with fewer than two participants will be cancelled. The class may be made up on one of the following days.
- If participants arrive **more than 15 minutes late**, the class will not take place and cannot be made up.
- Please inform the Reception Desk in good time if you are going to be absent.
- The Studio remains closed on official public holidays. Classes that fall on these days are not rescheduled; however, as an exception, they may be replaced with any other class during your active membership month.
- If your membership is suspended due to unforeseen circumstances, such as force majeure or health-related reasons, no partial or full refunds will be issued. However, your remaining classes may be transferred to a future month during which your membership is active.
- No partial or full refunds are issued following the cancellation of membership.
- The Studio's membership rates are based on a **10-month period**. No additional discounts are provided for the Christmas and Easter holiday periods. Classes missed during these periods may be replaced with another class during your active membership month.

3. Participation in Events & Festivals

Every year, we organize the **Oriental Expression Awards**, the **Bollywood & Multicultural Dance Festival**, and other events. Members who wish to participate are required to:

- Attend their regular classes and additional rehearsals consistently.
- Contribute to the participation costs, which are communicated before preparations begin and cover choreography, special rehearsals, and costume coordination.
- Return any costumes rented for performances **within 7 days** after the event. An **additional charge** will apply after this period.

4. Cleanliness & Proper Use of Studio Facilities

- Please keep the studios and changing rooms **clean and tidy**.
 - Return all **props** (fans, veils, balls, mats, etc.) to their designated place after class.
 - Changing-room lockers must remain **empty** and available for all members. Shoes must not be stored in lockers. Keys must always be returned to their designated place. If a key is lost due to your responsibility, a replacement fee will apply.
 - Please dispose of all rubbish in the bins provided throughout the Studio, not in the studios or changing rooms.
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5. Arrival & Attendance

Please arrive **10 minutes before your class** to ensure that classes can begin smoothly and on time.

Upon arrival, please check in at the Reception Desk and scan your **membership card** using the QR code reader. This must be done for your first class as well as for **each additional class/hour you attend**.

The Administration,
Artistic Studio Oriental Expression