

# ~ POLICIES AND PROCEDURES ~

## **NEWSLETTERS /ACTIVIES**

Newsletters are available on the counter and online the first week of every month. Please make sure that you review it for information on testings, clinics, holidays, and other activities.

## **CLASS ATTENDANCE**

Black belt club: 1-2 classes each week  
Leadership: 3-4 classes each week  
Instructor Club: Unlimited classes

## **TESTING DATES/COST**

- By permission only. A graduation slip will be given
- White-Blue: \$50
- Brown-Red: \$60
- Red to 1 Rec. Black: \$90
- 1 Rec. to 1<sup>st</sup> Degree: \$175
- 1<sup>st</sup> Degree to 2 Rec. Black: \$90
  
- Family discount on 3+ family  
Must test at same time
- See check list for Midterms.
- Tiny Tiger testings prices vary from price listed.

## **ATA MEMBERSHIP**

- 1 year: \$35
  - 3 years: \$85
  - 5 years: \$120
- Must be current in order to attend class, tournaments, demos, etc.

**Family discount 3 or more**

## **HOLIDAYS**

All Tournaments/Testings  
Martin Luther King Jr. Day (Jan)  
Presidents Birthday (Feb)  
Memorial Day (May)  
Independence Day (July)  
Labor Day (Sep)  
Halloween (Oct)  
Thanksgiving (Nov)  
Christmas-New Year (Dec/Jan)

## **TOURNAMENTS**

- Are optional
- Must get permission to compete
- Must be in the Leadership program to compete
- Cost  
Regional:  
\$35 Form/sparing \$25 Weapons  
Nationals/ Worlds:  
\$75 Form/sparing \$35 Weapons

## **EXTENSION POLICIES**

Your program will be extended for absences greater than 1 month when approved by staff. The extension will not affect your monthly dues. If your absence will be less than 3 weeks please attend extra classes before or after the absence. You must also put the absence in writing if greater than 1 month.

## **ORDERING EQUIPMENT**

We order two times a month (1<sup>st</sup> /15<sup>th</sup>). All gear must be pre-paid.

## **HOLIDAY HOURS**

See Newsletter

## **UPGRADING**

- Black Belt Club will only take student to Rec. Belt.
- Leadership/Instructor Train for life.

## **DROP OFF PROCEDURE**

- 15 min. prior to class. Student should be quiet and respectful.
- Must be picked up within 15 min. after class. Tiny Tigers; however, must be picked up immediately.
- There will be a babysitting fee if child is left unattended for more than 15 minutes after class is over.

## **CANCELLATION**

- \* \$100 cancellation fee
  - \* 30 days written notice
- For more details please see your contract.

## **REFUNDS for SEMINARS**

If you call before the seminar or special function we will give you a refund. No refunds after the fact.

## **NINJA NIGHTS**

\$30 For Non Members  
\$25 For Black Belt Club  
\$15 For Leadership/JTI

By signing I agree to the above terms and conditions.

Date \_\_\_\_\_ Student Name \_\_\_\_\_ Parent Signature \_\_\_\_\_