

Dear Parent/ Student,

Welcome to the Ashwini Kathak Dance Academy family. I'm glad that you have decided to learn Kathak. In addition to learning a beautiful dance form that has a long and rich tradition in Indian Classical dance you will learn graceful movement, self-confidence, self-discipline. Learning Kathak is a life long journey... so welcome.

I am dedicated to providing a high quality, nurturing and supportive learning environment rooted in the *guru-shishya parampara*. Learning any classical art form requires commitment and dedication from teacher, parent and student. To this end I have certain class policies and procedures to facilitate the proper learning environment. Here I want to outline what you can expect from me, and what the expectations are for the students and parents.

**Student Expectations:** \_\_\_\_\_

- Students are expected to dress appropriately for classes - Salwar Kurti or leggings and tunic top are acceptable.
- Hair should be neatly tied back in a pony tail or braid.
- Students should bring their dance notebook for taking notes to each class.
- Students are expected to pay attention, listen during class and follow instructions and not be disruptive.
- Students are expected to practice weekly lessons at home. Students will not progress without consistent practice and effort.

**Parents Expectations:** \_\_\_\_\_

- Please be on time to drop off and pick up your child
- Please inform me ahead of time if your child will miss a class for any reason.
- Parents are kindly requested not to stay in the class during lessons as this is distracting to the students. Periodically parents will have opportunities to observe the class if they so wish.
- Please ensure that the homework assignments are completed on time.
- Communicate with Ashwini openly about any issues or concerns that your child or you are facing regarding the class.

**Teacher Expectations:** \_\_\_\_\_

- Do my best to help each and every student reach his/her maximum potential.
- Provide a supportive and nurturing learning environment
- Help each parent and student set goals for what they want to achieve in learning Kathak and achieve those goals.
- Teach a rigorous curriculum based on internationally recognized standards
- Some classes may be taught by senior assistants of Ashwini Gogate under her guidance and supervision.

*\* Initial each section to acknowledge you have read and understood the policy*

**Fees and Payment method: \_\_\_\_\_**

The fee structure and payment policies are based on the fact that learning Kathak requires long term commitment and the syllabus of material to be taught and mastered is simply huge. Another consideration is that as a teacher I want to focus on teaching and not doing accounting or administrative work.

Accordingly, I ask for a quarterly commitment to the class. If students miss few weeks or even a month it becomes difficult to catch up. Having a quarterly commitment also allows me to better prepare a learning plan for the quarter.

In order to simplify the payment process, the payments will be done automatically by ACH direct debit. Prior to each quarter I will publish a schedule for classes. Typically, each quarter will have one month with 5 weeks of classes and 2 months with 4 weeks of classes. During months which fall on certain holidays such as spring break, thanksgiving or Christmas there would be fewer classes and the fees would be prorated accordingly.

<b>Kathak Level</b>	<b>Duration of Class</b>	<b>5 week month fee</b>	<b>4 week month fee</b>
Beginner (Foundation – Certificate 1)	1 Hr	\$100	\$80
Intermediate (Certificate 2)	1 ½ Hr	\$150	\$120
Advanced 1 (Higher Certificate 1 & 2)	1 ½ Hr, 2x per week	\$300	\$240
Advanced 2 (Diploma 1&2)*	2 Hr, 2x per week	\$400	\$320

Fees will be charged monthly by ACH direct debit as per the schedule that has been committed. ACH authorization form must be provided within the 1<sup>st</sup> month after starting classes. **If ACH form is not received on time, there will be a \$20/month administrative fee. Please don't request to waive this fee.**

You must give minimum of 30 days notice, by email to: [billing@ashwinigogate.com](mailto:billing@ashwinigogate.com) for any breaks or changes in attendance. No exceptions, written notification is required. Verbal or text message communication will not be recognized as valid notification.

Any fee adjustment will be solely at the discretion of Ashwini Gogate.

**Make-up classes**

As the number of classes and students have increased it's not always feasible to schedule make-up classes. Accordingly, the make up policy is as follows:

- If you miss a class there would be no make up provided.
- If you inform me ahead of time about missing a class, I will attempt to provide a video recording of the lesson, lesson plan or homework plan for that class

*\* Initial each section to acknowledge you have read and understood the policy*

- If I cancel a class and a make-up is not feasible then the fees will be pro-rated for that month
- If classes cannot be held due to a issues beyond my control such as a weather event or act of god, I will make every effort to schedule a make-up but fees will not be prorated.

**Contact information:**

For all class related questions:

Ashwini Gogate

Tel: (859) 806-4173

Email: [kathak@ashwinigogate.com](mailto:kathak@ashwinigogate.com)

For all billing related questions:

Rishi Gogate

Tel: (859) 263-7337

Email: [billing@ashwinigogate.com](mailto:billing@ashwinigogate.com)

**AUTHORIZATION AGREEMENT  
ACH PREAUTHORIZED PAYMENTS (DEBITS)**

**I hereby authorize Ashwini Kathak Dance Academy LLC, to initiate debit entries or such adjusting entries, either debit or credit which are necessary for corrections, to my account indicated below and the financial institution named below to credit (or debit) the same to such account.**

Please indicate account type:

Checking account

Saving account

---

<b>FINANCIAL INSTITUTION NAME</b>	<b>CITY</b>	<b>STATE</b>
<b>TRANSIT/ROUTING NUMBER</b>	<b>ACCOUNT NUMBER</b>	

I understand that this authorization will be in effect until I notify my financial institution in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution. I agree to give my financial institution a written notice identifying the entry, stating that it is in error, and requesting credit back to my account. I will provide this written notice within 15 calendar days following the date on which I was sent a statement of my account or a written notice of such entry, or 45 days after posting, whichever occurs first.

---

**NAME**

---

**SIGNATURE** **DATE**

---

**STUDENT NAME**

*\* Initial each section to acknowledge you have read and understood the policy*