

UNIVERSITY CHEER AIR FORCE, INC.

CORE CLASS POLICIES & PROCEDURES

Registration

Members must fill out a new registration form each year. All students must have a signed medical/release form on file before they can participate in any class or event. Payment for the first month's tuition and the annual membership/insurance fee (\$50.00) are due at the time of registration. We accept VISA, MASTER CARD, AMERICAN EXPRESS and DISCOVER.

Billing

We use automatic payment by credit card. Your Credit/Debit card will be charged on or about the 1st day of each month for the tuition amount. All fees are non-refundable. You will need to fill out a Credit Card Automatic Draft form when you register. If you DECLINE to use our Auto Pay you may pay the entire session by Cash, Check or Money Order when you register. A \$35 fee will be applied to your account for any NSF or declined cards. A \$10 late fee will be applied to all accounts that are not paid by the 10TH of the month.

Class Attendance Make-Up Classes

It is important that our students attend their regular classes as much as possible. However, if a student has to miss a class for any reason they must fill out a class make-up form. Forms can be found at the front desk.

Athlete Conduct

All athletes are expected to dress properly for class. No jewelry. The best attire is something that is easy to move in. Cheer or athletic shoes are required. Hair must be pulled away from the face. Nails must be kept short. All Athletes are expected to properly warm up and stretch before participating in any UNIVERSITY CHEER activity. All athletes are expected to listen carefully to instructions and not talk during instructional sessions. It is very important that each athlete understands all instructions so to complete each skill in a safe manner. Students will not tumble, stunt or do any activity without a qualified UNIVERSITY CHEER staff member in the area watching the skill being performed.

Gym Rules

Food and drinks are not allowed on any performing surfaces and gym equipment. Gum is not allowed. Athletes must enter and exit the gym through the front entrance and may only proceed outside in the parking lot with appropriate supervision as transportation arrives. For their safety, athletes are not allowed to wait outside in the parking lot. Do not leave Bags, Purses, Money or other personal items in a locked or unlocked vehicle. UNIVERSITY CHEER or their staff is not responsible for lost or stolen items. Students must place all belongings in the areas provided by the gym. All unclaimed items will be given to charity.

Spectators

Spectators of any kind are not allowed on any performing surfaces and gym equipment, but are welcome to sit and view from a specified area in the gym. It is expected that if parents are allowed to watch they will not make comments, suggestions or any kind of noise that would disrupt the training session. No unattended children are allowed. Shoes must be worn while in the facility at all times.

Class Drop Procedures

A 30-day written notice of cancellation must be given in order to drop a class. You must fill out a Class drop form. If a Class drop form is not received you will continue to be charged for all tuition until a Class drop form is received. THE DROP FORM IS THE ONLY ACCEPTABLE WAY TO CANCEL A CLASS.