

## Contact

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## Welcome to Dance Institute Vinha!

Vinha is a dance institute maintained by Luoteis-Uusimaan tanssiyhdistys Vinha (Northwest Uusimaa Dance Society Vinha). The teaching language in Vinha is Finnish, but English can be used as a supporting language when necessary and possible. The classes include children's dance, contemporary dance, ballet, jazz and street, while additional styles are featured on shorter courses. There are classes for children, teens and adults. Vinha operates in Karkkila, Lohja, Pusula, Vihti and Nummela. Vinha provides basic education in the art of dance as determined by The Ministry of Education.

More information is available from the institute office. The best time to reach us is from Monday to Thursday 9-15 (9 am to 3 pm) by phone 040 588 9847 or by e-mail [toimisto@vinha.net](mailto:toimisto@vinha.net).

## Enrolment and cancel

Enrolment/registration for classes takes place in spring. Old pupils have the opportunity to sign up for the next school year first, and the vacant places are then available for new pupils. The classes are filled in registration order. New pupils are also accepted during the school year, should any vacant places become available.

Enrolment happens online through the Lyyti service. For pupils under 18, the registration must be done by his/her parent or carer. You will need a valid e-mail address for the registration process. If there is no e-mail in use, registration can be done in the institute office.

By enrolling, you agree to attend the classes through the whole school year (autumn and spring semesters) or until cancellation notification is handed in. If you decide to cancel in the middle of the year, you must hand in a written notice to the teacher or the institute office. If the notice is given in the middle of a semester, you are still required to pay the tuition fee for full semester.

New pupils may try out the class of their choice for two weeks with a 10 € trial / registration fee. In addition, pupils who move to a new class have the right to change their choice of classes during the first two weeks of the semester. If you fail to cancel the enrolment properly and do not show up for the classes, you are required to pay for the equivalent of half the semester of tuition fees.

If there is no room in your desired class, you will be placed on the waitlist. The dance institute will inform the waitlist of possible vacancies both in the middle of the school year and in the beginning of the next enrolment period.

## Tuition fees

The pupils pay for their classes in form of tuition fees. Members of the same family are entitled to a family discount if they have informed the institute about belonging to the same household in advance. Tuition fee invoices are sent out in the beginning of the semester. For negotiating the due dates, you should contact the office before the invoice falls due. It is not possible to start a new semester if the tuition fee for the previous semester is unpaid. The institute adds an additional 5 € fee for each separate reminder invoice. If the tuition fee falls for debt collection, applicable penal interest and the collection agency fees are added to the payment.

In some cases, Dance Institute Vinha may accept reduced tuition fees or non-paying pupils. Both are by separate application only, and the decision is made by the society's board based on the financial circumstances and motivation for learning. Please note that you must already be enrolled before applying for the non-paying program. Open applications for the autumn semester and the entire school year must be delivered to the office by the end of August. Applications for the spring semester should be delivered by the end of January. The application must be addressed to the society board (Luoteis-Uusimaan tanssiyhdistys Vinha ry, hallitus). Overdue applications will not be processed.