

LEOTARD AND SHOE EXCHANGE INFORMATION

Fall Exchange Date: August 12, 2017 – 10am to 12pm

PLEASE TURN IN ANY ITEMS FOR EXCHANGE BEFORE THE EXCHANGE

How to Turn Items in for Exchange:

Complete the Turn-In Form and place in a bag with your items, securely (staple, tape, etc.) close your bag to ensure that your things don't fall out and get mixed in with others, and turn your bag into the Academy office.

Any items you turn into the exchange must be clean, with good wear still left in them. If you wouldn't want this item for your child, please don't send it in for someone else's. We will determine if an item can be sold.

We will only be accepting:

- RAD leotards in Pink, Navy, Lavender, Marine Blue, and Light Blue (with or without belt)
- Leather ballet shoes
- Character shoes and Jazz shoes (child and adult sizes)
- Non-RAD leotards (Grade 6+)

Each usable item will be credited in the following way:

- RAD Leotard = 3 credits
- non-RAD Leotard for Grade 6+ = 3 credits
- non-RAD Leotard below Grade 6 = 0 credits
- Ballet shoes = 2 credits
- Jazz and character shoes = 3 credits

Any items we do not accept will not be available for return to you. Any un-exchanged or unsold items will remain in inventory. Any items that are deemed un-useable due to wear and tear will be the Academy's to be used at their discretion.

How to Purchase Items from the Inventory:

You can spend your credits on any items that are available for exchange. You will not be guaranteed the item you are looking for.

After the exchange, remaining items will be available in the Academy Office. Additionally, we will place an RAD leotard and character shoe order for those who were not able to find the desired size or item through the exchange. All orders must be received and paid in full by **Wednesday, August 16.**

Items will be for sale for people who do not have credits as follows:

- Leotard = \$15
- Ballet and Tap Shoes = \$10
- Jazz and character shoes = \$15

Additional Details:

Your available credit totals will also be kept track of in a database, no need to keep track of it yourself.

All items are sold "As Is", if you are not happy with an item, you can turn it in for exchange, but no cash refunds will be given.