

Please Read Carefully

CLASS/CAMP/WORKSHOP TUITION/REFUND POLICIES,
TCH POLICIES, &
PRIVACY POLICIES

***Please Note:** We are now applying a \$3/monthly transaction fee for processing monthly tuition via credit/debit card, **unless** paying by e-check.

SUMMER CAMP POLICIES

FULL SUMMER TUITION IS DUE AT THE TIME OF REGISTRATION. Camp Tuition is billed per student. Payment is automatically collected at the time of registration through the customer portal. We accept E-check, Visa, MasterCard, Discover, and American Express. A confirmation e-mail with details regarding your child's camp schedule will be e-mailed upon enrollment. CAMP COST INCLUDES: 1 TSHIRT, 1 SHOWCASE DVD (If Applicable), ART SUPPLIES (If applicable). *Drum Bootcamp, Dance Bootcamp, and Art camps do not have Showcase/Show DVDS. *If footage of the workshop for some reason is lost or corrupted, there are no refunds.

Half-Day Art, Dance, Theater Camps	\$125
Half-Day Art (Ages 5-7)	\$110
Full-Day Theater Camps	\$190
2 Wk Intensives (Each Student's Family receives 2 Free Comp Tickets. Additional Tickets must be purchased for \$7* Taxes and Fees May Apply.)	\$395
2 Wk Intensive (Ages 6-11) (Each Student's Family receives 2 Free Comp Tickets. Additional Tickets must be purchased for \$7* Taxes and Fees May Apply.)	\$375
Storling Dance Intensive	\$350 (\$300 before June 1st discount for Early Bird Registration)
2 Day/Half-Day Music Camps	\$80
Half-Day Rudimental Percussion Bootcamp	\$140

A \$10 discount on tuition can be applied for each additional camp enrolled per family. Please call for the coupon code.

TCH STAGE & STUDIO @ OAK PARK MALL WORKSHOPS

SPONSORED BY CLEAR TITLE

FULL TUITION IS DUE AT THE TIME OF REGISTRATION.

Workshop Tuition is billed per student. Payment is automatically collected at the time of registration through the customer portal. We accept E-check, Visa, MasterCard, Discover, and American Express. A confirmation e-mail with details regarding your/your student's workshop schedule will be e-mailed upon enrollment. Drop In Classes are subject to availability. Parent/Guardian must establish a parent account before student can participate. Drop In Class Tuition is due at the time of purchase. Please see a TCH Stage & Studio Retail Employee to purchase.

Creative Movement/Ballet-Tap/Storybook Theater	\$55 (1 day wk, 1 mo.) *\$15ea/Drop In
Hip Hop Workshops	\$66 (1 day a wk, 1 mo.) *\$16.50ea/Drop In
Adult Fitness Workshops (30 minutes)	\$27.50 (1 day a wk, 1 mo.) \$7.50/Drop In
Adult Fitness Workshops (55/60 minutes)	\$55 (1 day a wk, 1 mo.) *\$15ea/Drop In
2 Week Musical Workshop (Each Student's Family receives 2 Free Comp Tickets. Additional Tickets must be purchased for \$5* Taxes and Fees May Apply.)	\$150
4 Week Musical Workshop (Each Student's Family receives 2 Free Comp Tickets. Additional Tickets must be purchased for \$7* Taxes and Fees May Apply.)	\$300
Silver Shoes Ballroom Workshops	\$55 (1 day a wk, 1 mo.) *\$15ea/Drop In
Swing Workshops	*Drop In Only \$10
Art Workshop	\$66 (1 day a wk, 1 mo.) *\$16.50ea/Drop In

REFUND POLICY

SUMMER TERM:

Any changes or cancellations will be assessed a \$15 fee. Refunds are always refunded less the change/cancellation fee.

No refunds are available after 2 weeks prior to the first day of a summer program. *If the camp has already begun, no refunds will be available.*

Performance tickets for summer intensives are non-refundable.

STAGE & STUDIO WORKSHOP: No Refunds on Tuition. *For special situations, please email accounts@culturehouse.com.

ANNIVERSARY REGISTRATION FEE

Each Art, Dance, Music, and Theater Family will be charged a \$25 anniversary fee. This fee is good for one year or until you drop out of the program.

Please Note: The anniversary fee does not apply to summer camp enrollments or Oak Park Mall Workshops (due to shortened time frames and short commitment requirements).

ART

Art classes work on a pass-schedule. This pass allows the student to attend 6 or 10 hours worth of classes (depending on which hour pass you purchase) within One Year. Each student will be working on their project, and there's no time limit on completion of the project. Some weeks, students will be drawing; some weeks, students will be painting; and other weeks, students will be doing both. This class is for beginning and advanced artists. We focus on the needs and interests of each student, helping them enhance their individual skills making complete projects more dynamic.

The student can attend one day a week, two days a week, or once a month. They are welcome to stay at each class for an hour, or they can stay for two or three hours that evening if that's what you choose to do. Once they use up their 6 or 10 hour pass, they simply purchase a new pass. Once a student is enrolled in the system, you will need to call or stop at the front desk to purchase additional passes.

Passes expire within one year. There are no refunds for art class passes. We can pro-rate class passes at the end of the semester. Summer art classes have a different schedule from spring and fall and will be posted separately.

Art Classes

Age	Class Duration	6-Class Pass	10-Class Pass
5-7	1 hour	\$95	\$145
8+	1 hour	\$95	\$145
10+	1 hour	\$95	\$145
12+	1 hour	\$95	\$145

MUSIC

Music Students still enroll and pay an annual registration fee with The Culture House; however, Music instructors will arrange tuition payments and scheduling with their students.

Homeschool Harmony Choir

A \$25 anniversary fee *and* the First Month of tuition will be collected during initial registration.

For established students, the anniversary fee is not charged unless exactly 12 months has passed.

- Tuition is \$25 monthly *per student*.
- **October 1st and January 1st**, we will also collect a \$20 fee per student for music rental (to pay for the cost of renting the rights to print and copy the music sheets and to sing the songs publicly).
- Enrollment will only be available for the Fall Term until November 1st and for the spring term until March 1st.

DANCE & THEATER

A \$25 anniversary fee *and* the First Month of tuition will be collected during initial registration. For established students, the anniversary fee is not charged unless exactly 12 months has passed.

Discount Schedule

Fall and Spring Dance Classes

For Dance Students: At the time of registration, please also order a **uniform** (if one is needed) via our order form link: <https://culturehouse.formstack.com/forms/leotardorderform>, please note the size required, and the size of tights for the Creative Movement, Ballet-Tap, Pre-Ballet Classes. (*See the Uniform Sizing Chart for size.)

If your student enrolls in Ballet and is in need of the uniform leotard, the following rates will apply:

- Creative Movement/Ballet-Tap/Pre-Ballet Child Size Leotards now have an attached skirt and include tights: \$30 plus tax is \$32.84. (\$20 for the leotard, \$10 for the tights)

*If additional tights are required, you may order them for \$10/ea. (plus tax is \$10.95).

- Child Sizes \$16 (plus tax is \$17.52).
- Adult Sizes \$24 (plus tax is \$26.27).

All students are strongly encouraged to perform in the recital. If a student chooses not to perform, then **they must inform us upon registration**. Otherwise, the following will be collected for all students enrolled in our dance classes the **second month of enrollment**:

- A \$65 Recital Fee (one time, per school year, per dance performance student)
- A \$70 costume fee (per student/per dance class)

REQUIREMENT All parents with children in the End of Year Dance Production must sign up to volunteer for something at some time directly for the End of Year Production.

- Recital Fees do not apply to non-performance classes: Teen Ballet Classes, Adult Ballet Classes, Teen Tap Classes, Adult Tap classes, or Adult Pilates Classes **unless** a non-performance class decides to perform. Then, each student participating in the performance will be charged a recital and costume fee.
- There is only one ballet costume fee for each ballet student. Costume fees do not apply for Pre-Pointe, Pointe, or Pilates classes.

(For Boys Athletic Dance, Creative Movement, Ballet Tap Combo, and ALL Adult Classes please follow the **B-Unit Tuition Schedule underneath** the following schedule.)

Dance Tuition Schedule

Total Active Family Hours	Monthly Tuition	Monthly Tuition with 2 Students	Monthly Tuition with 3+ Students
1.00	\$66	\$66	\$66
1.50	\$99	\$99	\$99
2.00	\$130	\$130	\$130
2.50	\$157.50	\$157.50	\$157.50
3.00	\$185	\$185	\$185
3.50	\$205	\$205	\$205
4.00	\$225	\$225	\$225
4.50	\$240	\$240	\$240
5.00	\$255	\$255	\$255
5.50	\$267.50	\$267.50	\$267.50
6.00	\$280	\$280	\$280
6.50	\$290	\$290	\$290
7.00	\$300	\$300	\$300
7.50	\$307.50	\$307.50	\$307.50
8.00	\$315	\$315	\$315
8.50+ Max for 1 Student	\$325	\$325	\$325
9.00		\$335	\$335
9.50		\$347.50	\$347.50
10.00		\$360	\$360
10.50		\$380	\$380
11.00		\$400	\$400

11.50		\$415	\$415
12.00		\$425	\$425
12.50		\$450	\$450
13.00		\$470	\$470
13.50 Max for 2 Students		\$475	\$475
14.00			\$505
14.50			\$525
15.00			\$540
15.50			\$560
16.00			\$580
16.50			\$595
17.00			\$615
17.50+ Max for 3+ Students			\$625

The Culture House offers a 5% discount on tuition if all tuition and fees are paid in full at the time of registration; prices subject to change.

B-UNIT Discount Schedule

Select Dance and Theater Classes

Dance (Annual) B-Units: Adult Ballet, Adult Tap, and Adult Pilates, Boys Athletic Dance (BAD), Ballet Tap Combo, and Creative Movement (counted as 1 hour).

***Adults may also purchase a ten class punch card for \$165.** This card is valid beginning in our fall semester in August, must be used prior to the end of the session in June, and may be used in any dance class as long as the instructor approves. Please note that adult classes, except for tap, are 32 week classes. If an adult chooses to enroll in student classes not specifically Adult classes, they may do so upon the approval of the instructor and will pay the regular student rate, not the B-Unit Discounted pricing, or purchase a ten class punch card.

Theater (Semester) B-Units: Storybook Theater

PLEASE NOTE THAT B-UNITS CANNOT BE COMBINED WITH REGULAR UNITS.

Total Active B-Unit Hours	Monthly Tuition
1.00	\$55.00
1.50	\$80.00

2.00	\$104.00
2.50	\$126.25
3.00	\$147.00
3.50	\$169.75
4.00	\$192.00
4.50	\$213.75
5.00	\$235.00

To perform in a TCH Theater Production, one must be a student (enrolled in a theater or dance class) here at TCH. To perform in a Theater Production, an audition is required. A production fee of \$150 and a Script Copy Fee of \$5 is required. (Occasionally, specific make-up is required.) All other fees (t-shirts, congrat ads, dvds, etc...) are optional. These productions are listed on our TCH webpage. Please check there for audition, rehearsal, and performance times.

Theater *classes* have parent watch weeks and showcases towards the end of the semester but are entirely separate from the TCH Theater Productions.

Theater Tuition Schedule

Total Active Family Hours	Monthly Tuition	Monthly Tuition with 2 Students	Monthly Tuition with 3+ Students
1.00	\$66	\$66	\$66
1.50	\$99	\$99	\$99
2.00	\$130	\$130	\$130
2.50	\$157.50	\$157.50	\$157.50
3.00	\$185	\$185	\$185
3.50	\$205	\$205	\$205
4.00	\$225	\$225	\$225
4.50	\$240	\$240	\$240
5.00	\$255	\$255	\$255
5.50	\$267.50	\$267.50	\$267.50
6.00	\$280	\$280	\$280

6.50	\$290	\$290	\$290
7.00	\$300	\$300	\$300
7.50	\$307.50	\$307.50	\$307.50
8.00	\$315	\$315	\$315
8.50+ Max for 1 Student	\$325	\$325	\$325
9.00		\$335	\$335
9.50		\$347.50	\$347.50
10.00		\$360	\$360
10.50		\$380	\$380
11.00		\$400	\$400
11.50		\$415	\$415
12.00		\$425	\$425
12.50		\$450	\$450
13.00		\$470	\$470
13.50 Max for 2 Students		\$475	\$475
14.00			\$505
14.50			\$525
15.00			\$540
15.50			\$560
16.00			\$580
16.50			\$595
17.00			\$615
17.50+ Max for 3+ Students			\$625

PLEASE NOTE THAT Theater Performance Package UNITS CANNOT BE COMBINED WITH REGULAR UNITS.

NEW Theater Performance Package Discount Schedule ***NEW***
 Prices Below reflect the following discounts:

10% discount for 3 credit hours, 12% discount for 4 credit hours, 15% discount for 5 credit hours

Total Active Family Hours	Monthly Tuition	Monthly Tuition with 2 Students	Monthly Tuition with 3+ Students
1.00	n/a	n/a	n/a
1.50	n/a	n/a	n/a
2.00	n/a	n/a	n/a
2.50	n/a	n/a	n/a
3.00	\$166.50	n/a	n/a
3.50	\$184.50	n/a	n/a
4.00	\$198.00	n/a	n/a
4.50	\$211.20	n/a	n/a
5.00	\$216.75	n/a	n/a
5.50	\$227.38	n/a	n/a

Important Tuition Information

- Tuition is billed per family.
- Tuition is based on the entire year, but for your convenience, may be paid monthly. There is a \$3/monthly transaction fee for those using credit card processing. This can be avoided by using electronic checking for the auto withdrawal.
- The Culture House will collect the anniversary fee (if 12 months has passed) and a prorated (if applicable) First Month of tuition at the time of registration.
- Payments remain the same each month regardless of attendance, school closures, holidays, etc.
- A student who has a serious physical injury or illness may possibly have tuition suspended. (The length of time is dependent upon the situation). The student's family must submit **a doctor's note**, and the tuition break must be approved by the Finance Department and Executive Director. In addition, class absence and return must be approved by the Program Director and instructor.
- If at some time a payment by check (or E-Check) is denied ("bounces"), a \$25 fee will be added to your account. Payments made after this occurrence must be by cash or card.
- Tuition payments are due the 1st day of each month.
- A late fee of \$10 will be levied on any balances not paid by the 10th of each month.
- Any student who is more than 30 days past due will not be allowed to participate in class until amount is current.

- All tuition, late fees, Spring Performance fees and/or any other outstanding balances must be paid in full before any student is permitted to perform in the Spring Performance.
- **Tuition, anniversary fees, production and costume payments, and performance tickets are non-refundable.**
- Tuition should be made payable to The Culture House.
- The Culture House enforces automatic monthly tuition payment.
- Class Changes/Transfers will be assessed a \$25 change fee. (Please see details below.)

REFUND POLICY

ANNIVERSARY/REGISTRATION FEES AND RECITAL FEES ARE NON-REFUNDABLE.

FALL/SPRING: No refunds will be granted after 30 days of the beginning of class. **A student who withdraws from class within the first 30 days** will be offered a refund of future tuition paid less a \$25.00 processing fee. There are no refunds for Art Class passes. Anniversary and recital fees are non-refundable. The Executive Director must approve any concessions to this policy. No refunds will be granted after 30 days of the beginning of class. There will be no refunds for classes missed due to illness or injuries. Payments may **not** be reduced in order to accommodate family vacations. Tuition, anniversary fees, production and costume payments, and performance tickets are non-refundable.

ENROLLMENT

Fees due at registration include first month's tuition and the anniversary fee. The following month, if your student is enrolled in a school of dance performance class, the \$65 production and \$70/per dance class costume fee will be due. Enrollment is on a first-come, first-serve basis. For full classes, a waiting list will be maintained to accommodate other students if and when space becomes available. Classes are limited in size and students are grouped according to age and ability level.

CLASS CHANGE POLICY

A \$25 class change fee will be assessed for all changes in the class schedule. Class changes must be approved by TCH staff, and are at the discretion of instructors, subject to availability. If an instructor recommends the change, then the class change fee may be waived. During the first 30 days, no class change fee will be required.

ATTENDANCE

Our studio requires all students to arrive to class regularly and on time. Please notify the front desk if you will be missing classes for an extended period due to illness or vacation. Tuition refunds will not be made in the case of absences due to illness or vacation. **WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification then that student's account will be charged for the additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list.

PAYMENT

- Tuition, registration fees, production and costume payments, and performance tickets are non-refundable.
- A late fee will be levied on any balances not paid by the 10th of each month.
- Any student who is more than 30 days past due will not be allowed to participate in class until amount is current.
- All tuition, late fees, Spring Performance fees and/or any other outstanding balances must be paid in full before any student is permitted to perform in the Spring Performance.
- Tuition, registration fees, production and costume payments, and performance tickets are non-refundable.
- Tuition should be made payable to The Culture House. Payment may be made in person or mailed to The Culture House, 14808 W. 117th Street, Olathe, KS 66062. **We accept cash, checks, e-checks, Visa, MasterCard, Discover, and American Express. Keep in mind, if you are paying with cash, we DO NOT keep change on hand.**

MAKEUP POLICY

There are no pro-rated fees for missed classes or holidays. There will be no refunds for classes missed due to illness or injuries. Payments may not be reduced in order to accommodate family vacations. Studio closure days due to weather or power outages are not made up. Any class cancelled due to a teacher absence will be made up at a time arranged with that teacher. Classes are non-transferable. If you are going to miss a lesson, the school coordinator should be notified. Makeup lessons must be completed within one month during the current school term.

SCHOOL CLOSING

School closing due to weather will be posted on our website at www.culturehouse.com. Regularly observed holidays are: Labor Day, Thanksgiving, Winter Break, Spring Break, Easter Break, Memorial Day, Independence Day. If your family celebrates religious holidays that are not covered above, please call the front office to arrange for an excused absence.

DROP PROCEDURE:

PARENTS MUST NOTIFY THE SCHOOL TO DROP A STUDENT FROM CLASS. The Culture House requires written notice at least 4 weeks prior to discontinuing classes. You will be responsible for four weeks tuition from the date we receive notification. Only a written notice via email, regular postal mail or hand delivered to our front desk will be acceptable. During the first 30 days, you may drop at any time via written notice. Any remaining tuition less a \$25 processing fee will be refunded.

WHAT TO WEAR

Please click on the policies in the particular school your child is enrolled to view the dress code. [School of Dance Policies](#) - [Dress Code](#) - [Ballet Uniform Sizing Chart](#) - [SOD Sizing Chart](#)

[School of Theater Policies](#)

[School of Music Policies](#)

PLEASE LEAVE JEWELRY ARTICLES AT HOME. This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

MESSAGES AND NOTICES

It is the responsibility of the parent or adult student to be aware of activities such as productions and dates the school is open and closed. Notices will be posted at www.culturehouse.com as well as via weekly email updates. It is the parent's responsibility to regularly check to ensure they are informed.

CARE OF STUDENTS

The Culture House is not responsible for providing before or after class care for students. Parents with students under the age of 7 are asked to remain in the building during **classes**. Students should not be left at The Culture House for an excessive time before or after lessons. Children under 7 should be accompanied by an adult at all times. Small children should be taken to the bathroom prior to class to help minimize frequent "potty breaks". In interest of the children's safety, students arriving more than 15 minutes late into a class will observe only. If you are running late, please call the studio as soon as possible. This will ease the child's nerves as well as allow us to make special arrangements as needed.

ARRIVAL AND PICKUP

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building, and you should escort them from the building to your car. During peak times, the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car. If your student is old enough, and you are picking them up in the circle drive, please do not wait for longer than two minutes for your student to exit the building. Please circle back around.

CODE OF CONDUCT

Students and parents will dress and conduct themselves in an appropriate manner while at The Culture House. We will teach each student to work hard and seek to encourage each other. Politeness and generosity are highly valued. Proper respect for the staff and fellow students is expected of all students, parents, and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on and off site.

The Culture House reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance, or conduct is found to be unsatisfactory. Any student or parent/guardian who disrupts class or approaches a teacher, staff member, another student or parent/guardian with the intent to disrupt, cause dissent, or contravene the policies and

procedures of The Culture House will be dismissed immediately. Parents wishing to speak to an instructor must first make an appointment with the Director of the School.

DISCIPLINE POLICY

The Culture House strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed:

1. The instructor will talk to their student about the behavior.
2. The parent/guardian will be called about the student's behavior. A meeting between the parent, child, teacher, and School Director may be called.
3. The Director of the School will contact the parent/guardian informing them of the student's continued behavioral problems. The student will be suspended from class for one week. The Executive Director will be notified.
4. The Executive Director will notify the parents of the infraction and that the student will be expelled from classes for the remainder of the school year.

Depending on the severity of the infraction, The Culture House reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be expelled, the student is welcome to re-enroll during the next term. However, if disciplinary problems continue, the student will be permanently expelled and not allowed to re-enroll in the future.

CONSENT AND RELEASE

All parents/legal guardians and adult students must read and sign a completed Registration Form containing consent and release clauses:

I hereby waive and release The Culture House and its officers, agents, volunteers and employees from all acts or omissions resulting in any physical injuries, medical treatment or other damages to myself or any minors of whom I am parent or legal guardian, resulting from participation in The Culture House programs. I further waive and release The Culture House and its officers, agents, volunteers and employees from any damages sustained by the aforementioned or any guests of the aforementioned as a result of any condition, act, omission or accident on or at 14808 W. 117th Street, Olathe, Kansas, or any other premises upon which any activity related to The Culture House takes place.

Photo, Video & Audio Release: I hereby give permission to The Culture House to photograph, video, film and/or audio record my child and/or me. I consent to the use of such materials for all uses including production videos, class photos and all promotional material, including The Culture House Web Site. This release is granted in perpetuity. I agree to the above and have read the policies and procedures manual and agree to abide by the terms and conditions therein including the "CODE OF CONDUCT".

PRIVACY NOTICE

YOUR PRIVACY IS IMPORTANT TO US.

This privacy notice discloses the privacy practices for <http://culturehouse.com>. This privacy notice applies solely to information collected by The Culture House. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us.

Unless you ask us not to, we may contact you via email in the future to tell you about special events, new productions, or changes to this privacy policy.

A primary goal of The Culture House is to protect the privacy of our clients. The Culture House Inc. does not sell the personal information of clients to anyone.

To conduct regular business, The Culture House may collect non-public personal information from clients. This information is provided by clients to The Culture House on applications and other forms provided by clients to The Culture House as well as transactions with the firm, our affiliates, or others.

The Culture House Inc. may enter into contracts with outside third parties so that we can assist its clients in servicing their accounts. In order to do this, we will disclose personal information to companies that help The Culture House, Inc. process transactions for client accounts (for example, executing client trades through a broker/dealer). However, we do not share or disclose any non-public customer information except as allowed or required by law.

Registration

In order to use our tuition portal <https://www.iclassprov2.com/parentportal/culturehouse/>, a user must first complete the registration form. During registration, a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 913-393-3141 or via accounts@culturehouse.com.