

BOOK:  
COMPUTER:

# THE BALLET SCHOOL STUDENT CONTRACT

VERIFY:  
RECEIPT:

*Please make a copy of this form for your records. Submission of this contract does not guarantee your choice of class placement. Payment must be received for registration to be complete. Contact the Ballet School for help calculating fees. You will receive confirmation of your registration.*

Student's Name \_\_\_\_\_ Age by Aug 31 \_\_\_\_\_

Male/Female Birth date \_\_\_\_\_ Parent email \_\_\_\_\_

Academic School \_\_\_\_\_ Grade in fall \_\_\_\_\_

1) Mother's Name \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell/pager # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ NEW?

(Street)

(City)

(Zip)

2) Father's / Other's Name \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell/Pager # \_\_\_\_\_ Work # \_\_\_\_\_

Address (if different) \_\_\_\_\_

(Street)

(City)

(Zip)

## REGISTRATION INFORMATION (Please complete)

1) Class placement (from evaluation or by age): \_\_\_\_\_

Day preferred: \_\_\_\_\_ Teacher preferred: \_\_\_\_\_

2) Class placement: \_\_\_\_\_

Day preferred: \_\_\_\_\_ Teacher preferred: \_\_\_\_\_

3) Class placement: \_\_\_\_\_

Day preferred: \_\_\_\_\_ Teacher preferred: \_\_\_\_\_

**◆ I ACKNOWLEDGE that I have read, I understand and I agree to the policies of The Ballet School of Chapel Hill as stated on page 2 of the studio schedule. ◆**

Payer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

### CLASS ENROLLMENT

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Recital Fee: \_\_\_\_\_ Monthly Fee: \_\_\_\_\_ Total Deposit Owed: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Amount Received: \_\_\_\_\_

# BALLET SCHOOL POLICIES

*PLEASE READ CAREFULLY BEFORE SIGNING REGISTRATION FORM.*

- The Ballet School operates on a 36-week instructional calendar from August through May. (The weeks of Winter and Spring Recess are not included in the 36 weeks.) Tuition for children's classes is paid in nine equal monthly installments and is due by the 1st class of each month.
- A \$15 late fee is added if tuition is unpaid after the 15th. Non-payment of fees for two months or more is considered a breach of contract and may result in the student's exclusion from class. Students may pay the year's tuition upon registration or make payments for multiple months if they wish. No discount is given for advance payment.
- The Ballet School accepts personal checks, cash or credit (Master Card, Visa & Discover) and Master Card/Visa debit cards. For security purposes, credit card information may not be given over the phone. Payments may be delivered to the school during office hours or sent through the mail. The Ballet School's returned check fee is \$25 and our bank may charge an additional fee.
- All students must register before taking class at the Ballet School. Children's registration is complete upon the return of a signed Student Contract and payment of the first month's tuition plus the recital fee(s). There is no registration fee, but \$50 will be charged to students who temporarily withdraw from children's classes and then return within the school year. Students who withdraw may lose their place in a class with a waiting list.
- **Students are not obligated by the Student Contract to remain enrolled for the school year, but they will be held responsible for fees indicated on the Student Contract until written notice of withdrawal or change in enrollment is submitted to the Ballet School. Verbal notice to the teacher or voicemail messages are not sufficient. Students will be charged a full month's tuition for the month in which they withdraw. Recital fees are refundable with written notice to the Ballet School prior to the start of Winter Recess.**
- Missed classes may be made up at the student's (or parent's) discretion in a comparable class until Spring Recess. After that time, classes are engaged in recital preparations and make-up classes must be arranged in consultation with Ballet School faculty.
- After January 1, repeated absences may result in a dancer being removed from the recital dance at the discretion of the instructor. Recital fees will not be refunded. Notify the Ballet School promptly if a child will be unable to participate in the recital so appropriate accommodations can be arranged.
- Students who arrive late must observe from the hall until a break between exercises, and then ask the teacher's permission to join. Consistent tardiness is unacceptable. (If a dancer is sufficiently advanced, s/he is expected to partially warm-up in the hall.)
- The Ballet School does not offer instruction on a by-the-class or by-the-week basis, except to visitors from outside the Triangle area.
- Classes with less than five students are subject to cancellation. Full refunds are given only for registrations cancelled prior to the start of a session or for classes cancelled by the school.
- Classes missed for Labor Day and the Thanksgiving Holiday may be made-up, as well as any classes missed during a Ballet School closing due to inclement weather. Check your email, our website, call 942-1339 or listen to WCHL (1360 am) or News Channel 11(WTVD) for studio closing information.
- The Ballet School is not responsible for lost or stolen property.
- Signature on the Student Contract affirms that the child is in good health, has no medical condition that would prevent him/her from taking part in class activities, and authorizes the Ballet School to seek emergency medical treatment if no family member can be reached. Any information regarding the medical history of a dancer under the age of 18, of which the parent feels the Ballet School staff should be aware, must be submitted in writing.