

**BALLET SCHOOL POLICIES CHILDREN'S DIVISION**  
**PLEASE READ CAREFULLY BEFORE SIGNING THE STUDENT CONTRACT**

- **Registration Fee:** There is a \$55 annual registration fee due for the first member of the family. The fee for each additional family member is \$45. **Registration fees are non-refundable.** Registration fees are due at the time of registration. If the Ballet School has a credit card on file, your card will automatically be charged registration fee(s) due.
- **Children's Registration & Calendar:** Our children's session runs from the end of Aug. - May for 9 months. Payments are divided evenly over the 9-month period. The weeks of Winter and Spring Recess are not included in the 9 equal payments. All students must register before taking class at the Ballet School.
- **Recitals:** Recitals are typically held annually in mid-May (for our youngest dancers) and end of May (Beg/Level 1 – Adv.). Recital fees are due at the time of registration. Recital dates are released in late fall; recital rehearsal and performance schedules are released in the early spring. Recital fees are based on production costs, classes, and genre. For a full schedule of recital fees please reach out to the business office. Once the fall schedule is released, recital fees are listed on page 1 of the fall schedule.
- **Payment, Fees & Late Fees:** Children's monthly tuition (Sept. - May) is due on the 1st business day of each month. Fees are discounted for students taking two or more classes per week. For example, if a child takes 2 or 3 classes per week, a discount is applied at 80% for the 2nd class and 70% for the 3rd class. Please contact the Ballet School office for assistance with multi-class enrollment for 5 or more classes per week. Families 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 first month's tuition, annual registration and recital fees are due at the time of registration. If we have a credit card on file, these fees and tuition will automatically be processed on your card. The Ballet School accepts Visa, MasterCard, Discover, checks and cash. Checks may be sent by mail, dropped off during business hours or placed in our secure payment box at the front desk. Cash payments are accepted during office hours. Families with credit card information on file will automatically be charged their monthly tuition on the 1st of the month. If the payment date falls on a weekend or holiday, the payment may be executed on the next business day. Credit card information must be kept current through the Parent Portal. In the case of a declined payment, The Ballet School of Chapel Hill may attempt to process the charge again. If this is unsuccessful, an alternate form of payment must be provided within 5 business days. A \$20 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. The Ballet School's returned check fee is \$35.
- **Withdrawals:** Students are not obligated to remain enrolled for the school year, but they will be held responsible for monthly class fees until written notice of withdrawal or change in enrollment is submitted to the Ballet School business office. 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 Nov. 16th. In case of serious injury or illness, credit toward future classes may be issued upon receipt of a written request and a doctor's note. Credit will be calculated from the date of the request forward. Students who temporarily withdraw and then return to class during the school year will continue to pay their full monthly tuition until they return. Students who withdraw may lose their place in class or classes with waiting lists.
- **Class Placement:** Pre-ballet, Ballet 1 Preparation and pre-tap students are enrolled according to their age as of August 31st regardless of prior dance experience. Pre-ballet registration for three-year old students closes Nov. 30th. Students who are five years old and younger and are interested in joining a class after the start of the academic year may be required to take a trial class prior to registration. Classes for children that miss the August 31 cut-off date are added to the schedule by demand in October – January. Call the studio for further information. All other students are placed in appropriate levels by Ballet School faculty. New students are often requested to take a placement class before fall classes begin. Recital costume ordering requires registration of new students to close mid-December.
- **Accelerated Training Program (ATP) & Ballet Focus:** Acceptance into this program enables experienced dancers in upper levels to receive a discount on fees for 5 or more classes per week. The Ballet Focus program is open to dancers assigned to Ballet 5, 6, 7, and Advanced. Please contact the Ballet school registrar for further information.
- **Make-ups, Absences & Tardiness:** Check with your child's teacher for appropriate class make-up options. Classes must be made-up within the same session. Students must be currently registered to take a make-up class. No refunds or credit will be given for missed classes, except as previously noted. Classes missed for Labor Day or the Thanksgiving Holiday may be made-up, as well as any classes missed during a Ballet School closing due to inclement or hazardous weather. Please notify the Ballet School promptly if a child will be unable to participate in the recital so appropriate accommodations can be arranged. Students in upper levels 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, they are expected to partially warm-up in the hall.)

- **General:** Classes or camps that do not meet our minimum enrollment requirement 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 due to a Ballet School closing due weather may be made up. Check your email, our website, our Facebook page, Instagram or call the studio for updates.
- **Email Communications:** Please be sure your email is current in our software and check it regularly for important Ballet School announcements and information. Any information may be updated through the parent portal.
- **Visitor & Photography Policy:** Our dance studio is an educational institution. It is our highest priority to create a safe, focused, and nurturing environment where our students can learn and grow through the study of dance. We welcome our students' families and friends to visit the school and to observe our classes and rehearsals. Each studio is equipped with one-way mirrors so that visitors can watch the dancers without distracting them from their training. Occasionally, a visitor may be permitted to observe the class from inside the studio. This type of arrangement must be cleared in advance and is at the discretion of the class instructor. All video and digital taping and photography requires advance permission from the Ballet School Administrator.
- **Photography/Video Permission:** The Parent grants permission to the Ballet School of Chapel Hill to use the Student's photographs and/or videos to publicize or promote its operations, classes and/or programs. Requests to opt out of these permissions must be made **in writing and sent by email** to the Ballet School of Chapel Hill Administrator.
- **Student Health Affirmation:** I affirm that I (if adult student 18 years of age or older) or my child is in good health, has no medical condition that would prevent 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/guardian feels the Ballet school staff should be aware, must be submitted in writing to the Ballet School office.

The Ballet School of Chapel Hill

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