

Studio Policies and Procedures

Enrollment and Payment Procedure

- Enrollment and Registration
 - Enrollment is a 35 week commitment.
 - Registration fee is due at the time of registration and is non-refundable (\$50 for first family member, \$20 additional family members).
- Payments
 - Tuition may only be discontinued by official withdrawal. The student is responsible for payment for all classes until the date withdrawal notification is received.
 - Tuition is due on the first day of the month. If monthly payment is not received by the 10th of the month, there is a late fee of \$10. Monthly billing statements are only sent when a payment is overdue.
 - No tuition adjustments or refunds for missed classes.
 - \$20 fee for all returned checks.

Attendance and Liability Waiver

- Attendance
 - Students in Ballet Levels 2B and below should arrive no more than 15 minutes before class.
 - Make-up classes will be arranged by the studio if closed due to emergencies or inclement weather.
 - If a student misses due to illness or other reasons, it is up to the student to schedule a make-up class. Make-up classes can be taken in your current level or one level below. Refunds will not be given due to absences.
 - Qualified substitute teachers will be used from time to time in the event that the scheduled teacher cannot attend class. If a substitute cannot be found, the office will send an email regarding cancellation and make-up schedule.
- Liability Waiver
 - At time of enrollment, families/students sign a liability waiver.
 - Each student and parent recognizes the inherent risk of injury associated with the art of dance. As such, parents and students

assume the risk of injury associated with dance and agree to hold harmless International Ballet, its owners, instructors, heirs and successors.

- During class instruction, faculty will appropriately touch and position the student as necessary. This contact greatly improves the student's understanding of proper placement and is intended as a teaching aid.
- Students and parents understand that videos or photos of my student may be used for marketing purposes and on social media.

Studio and Lobby Policies

- Drop Off and Pick Up
 - All students Ballet 2B and below should be escorted in and out of the building.
 - Make sure your children know NOT to wait outside of the building.
 - ALL siblings should be supervised at all times by an adult 18+ years of age. All younger dancers (under 12) should be supervised while not in class by an adult 18+ years of age.
 - Students should be picked up on time. A charge in the amount of \$10 per 15 minute increment will be added to your account when students are waiting on a ride.
- Lobby Behavior
 - Do not open the studio doors while class is in session.
 - No foul language.
 - No eating in lobby of Studio 4. Food is permitted at the table in the
 - No running or loud behavior in the lobby.
 - A wide walking path must be available in the lobby and hallways at all times.
- Classroom Behavior
 - All students should follow the dress code.
 - Cell phones should be placed on silent and should never be out during class.
 - No food allowed in studio.
 - If arriving late to class, wait for the music to stop before opening the door.