



BalletNova Policies 2016-2017

Acknowledgement, Authorization & Release

BalletNova Center for Dance, Inc. expects every adult student and parent or guardian of a minor student (the “responsible party”) to read and agree to the policies prior to enrolling. **Your signed enrollment form is verification and confirmation that you agree to BalletNova policies;** that you understand that the nature of dance instruction sometimes requires physical correction of the alignment of the dancer’s body; that the responsible party realizes there is always a risk of accident or injury inherent in any physical activity, including a dance program, and, in the event of injury, authorizes BalletNova Center for Dance to obtain emergency treatment on such adult student’s or minor student’s behalf; and that you further release BalletNova Center for Dance, Inc., its officers, directors and employees from all liabilities for injuries or property loss or damage arising out of participation in BalletNova Center for Dance, Inc. programs; that you agree to allow photos and videos of you/your child to be used for the Center promotional materials. More detailed information is provided separately on our policies handout and parent guide manual.

Enrollment, Payments and Tuition

Tuition is not refundable

(unless the Center cancels a class or workshop). BalletNova Center for Dance is a 501(c) (3) non-profit organization and cannot provide refunds. **If a student decides to voluntarily drop out of a class, they are still responsible for the full tuition.**

If the Center cancels a class or workshop, you have the option to 1) receive a refund, 2) receive a credit on your account good towards tuition within a certain time period, or 3) make a tax-deductible contribution for the amount. Only documented medical circumstances that prohibit a student from taking class will be considered for the application of a credit towards the next semester. **If unused by the end of the next semester, all credits will expire.** These medical conditions (which must include a doctor’s note) must be reported immediately in writing to frontdesk@BalletNova.org for consideration. Any household credits are not transferable to other households for use, credits must be used within the same household.

Enrollment: Enrollment for classes is on a first-come, first-served basis. Class sizes are limited; register early to ensure desired class time. New students are accepted throughout the semester on a prorated basis.

Young, Youth, Teen and Pre-professional: All students must enroll.

Adults: Enrollment is the most cost effective, guarantees your space in class and does not require you to check in at the front desk each time you come to class. It also ensures that you will receive all pertinent communications. Make up classes may be taken if a class is missed. Enrolled students also receive discounts plus the option to take additional classes at a discounted rate. If enrollment is not feasible adults may choose a **class card or walk in options** which best suits their needs. Students with class cards and those who are taking a walk-in or trial class must check in at the front desk prior to class. If a class is fully enrolled, class card and walk-in students will be admitted on a space available only.

BalletNova has a **minimum student requirement to hold a class.** If less than the minimum number of students required to hold a class is not met on a particular date/time, the options for the student(s) are to (1) take a 30-minute private lesson (normally a \$45 value) during the scheduled class time or (2) make-up the class on another day before the end of the semester. BalletNova reserves the right to cancel a class for the remainder of the semester due to low enrollment or attendance.

Tuition: If you are enrolling in more than 2 classes per week as an individual or family, we offer a family/multiple class discount if enrollments are received by the designated deadline and are for the entire semester. Enrollment forms for all returning students should be postmarked by the due date to avoid a registration fee of \$25. **Payments:** We accept cash, checks or credit cards via mail, fax or at the studio or online (credit cards only for specified classes and workshops).

One class/week: Due in full upon registration; Two or more classes/week: May pay in monthly installments

ALL payments must be paid in full by the end of the semester.

Weather Closings: In the event of closing due to inclement weather, BalletNova offers make-up opportunities in other classes, or when possible make-up classes. **Make-ups must be used within that same semester.** These classes cannot be converted into donations and no refunds are available.

FEES

Walk-in and Trials: \$20 per class

Class PASS (Nontransferable and non-refundable; classes do not expire)

- **5-class PASS:** \$90
- **10-class PASS:** \$170
- **Unlimited Monthly PASS:** \$240 (good for the calendar month)
- **Unlimited Use PASS:** \$750 (4 month period: July-Oct; Nov-Feb; Mar-June)

Professional Dancer Rate: \$10 per class (Send request with your full resume for approval to CWalsh@BalletNova.org)

CD Graduate Dancer Rate: \$10 per class (Must have obtained Conservatory Division Level prior to graduating or leaving BalletNova)

Extra Classes: \$15 per class (**applies while enrolled in a class**)

Private lessons: \$90 per hour; \$45 per ½ hour (subject to additional fees based on type of lesson and instructor)

Attendance/Punctuality: Students who are more than 10 minutes late will be asked to sit and observe the class, return for a makeup on another day, or take a later class. Missing the initial warm-up can contribute to injury, and latecomers also disrupt the class for the teacher and other students. This applies to adult students as well. If a dancer is going to be absent, please call or email the studio to excuse the child.

Make-up: Dancers can take a makeup class in an equivalent or lower level class (adults may choose what seems appropriate, or ask your teacher). Make-ups cannot be taken during observation classes in January and June (contact the studio for schedule information). Make ups are not available between family members and must be taken within the same semester.

Injury and Sickness: Should an injury or serious illness occur that prevents the student from participating in classes, please notify BalletNova immediately, preferably by emailing info@BalletNova.org. After receiving a detailed doctor’s note describing the length of time away from class completely, and the rehab (if injured) schedule, then a medical credit can be issued for days/weeks missed. BalletNova considers time missed due to an injury to be full-time. Once the student returns to part or full-time dancing, the tuition is due in full. Students should always communicate directly with their instructor if an injury is preventing them from working full out.

Financial Aid: A limited amount of financial aid is available to families who demonstrate need. It is part of BalletNova’s mission to provide quality dance education to all who truly want to study. A separate form must be filled out to request Financial Aid and submitted along with the most recently filed 1040 tax form. Financial Aid recipients are required to provide volunteer services during the year.

Etiquette: Dancers will show respect and courtesy for all students, teachers and staff members. Disruptive and improper behavior will not be tolerated – neither will bullying, negative, derogatory comments, or overblown egos. At BalletNova, we all support and encourage each other. Parents are requested to sit in the community room during class, and not in the hallways. Children under the age of 15 are not allowed to sit in the studio during an adult class. If children cannot quietly (as determined by the instructor) sit in the hallway or in the waiting room parents need to make babysitting arrangements for them outside of the studio premise.