

Dance Policies and Procedures

Registration: A non-refundable fee is due at time of registration. For school absences over 2 months a Re-registration fee of \$15 will be charged.

Payment of fees: Tuition is paid by automatic bank account debit, or automatic credit card payment through Studio Auto Pay. Tuition for full year (12 months) paid as an annual lump sum receives a 5% discount. Bi-annual payments receive a 3% discount.

Payment by Automatic Bank Account Debit or Automatic Credit Card Charge:

Tuition will be debited from your bank account on the 5th day of each month. You must sign an auto-debit automatic check or credit card charge authorization form. Payment must be made by pre-authorized automatic monthly payment.

Tee shirt, Sweat suits, ballet belts or recital costumes: These purchases must be paid upon order or receipt. Costume fees and recital tickets may require an additional fee and can be paid by Auto Pay or separately by cash, check or credit card.

Withdrawal and Refunds: There is a minimum two-month commitment for all lessons. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. To withdraw from classes a parent or adult student must:

1. Inform the school administration in person
2. Give 30 day notice from the first of the month
3. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. Ballet Academy Ventura reserves the right to terminate lessons to any students without notice. In such a case, a refund for unused lessons will be given.

Unexpected Interruptions of Classes or Extreme Weather: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on the end of the teaching year. No refunds for lessons missed due to these reasons will be given.

Make ups: Missed classes cannot be used as credit for tuition payments. Absences are to be made up within 60 days. Make ups can only be taken in the same or a lower class level.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Dress Code: Required dancewear and alignment belt must be worn to all classes. Repeated failure to wear required dancewear could result in having student sit out the class. Students are not permitted to wear jeans or street shoes, to any dance class. Only BAV shirts are allowed over ballet clothes at teacher's discretion during class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be secured in a bun; short hair must be tied back and secured.

Attendance and Lateness: The school reserves the right to have students who come late to class, wait until the ongoing exercise has finished. Repeated lateness will result in a call to parents to see if a remedy can be reached. If a student misses more than 3 classes, it may result in a call from the office. Students should not miss classes once we begin to work on the year-end dance recital.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the dance Ballet Ventura's "What's New" board or the Ballet Academy Ventura bulletin board as well as by email or placing in student's mailboxes. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, telephone or email address changes.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

Photo release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name. Photo release must be signed.

Miscellaneous: Parents and adult students are to be aware that the school promotes a healthy body image among our students. Parents are to be aware that dancing is physically demanding and proper body care and nutrition is essential.

I have read and understand the above policies and procedures and agree to abide by them.

Date: _____ Student Name (please print): _____

Signature of Parent or Adult Student: _____

Witness: _____ Date: __/__/__

Ballet Academy Ventura

2750 E. Main Street, Ventura CA 93003

805-653-2800