



DANCE ACADEMY

**Student/Parent
Handbook
18/19**

18/19 Academy Calendar

Aug 27, 2018	All academy classes begin for the 2018/19 academic year
Aug 31, 2018	Rhythm on the River, 8 p.m. (Free performance!) at Bicentennial Park
Sept.1,2 3, 2018	Labor Day Weekend: No Classes at all locations
Sept. 08, 2018	Plug In with the Parent Association, 9-11 a.m., Downtown conference room Learn about the happenings in the academy from a parent's perspective! Coffee and pastries provided. "Auditioning for the Nutcracker" education lecture at the Downtown location, 3:15-3:45 p.m., Studio E
Sept 09, 2018	The Nutcracker Auditions Students who are in Ballet Level 2 and up and are age 8 by the beginning of the academic year (Sept. 30, 2018) have the opportunity to audition for The Nutcracker.Exceptions can be made at the discretion of the artistic director.
Oct. 26-Nov 3, 2018	<i>Lineage</i> Davidson Theatre
Oct 22-27, 2018	Parent Observation
Oct 31, 2018	Teacher In Service-No Classes
Nov 11, 2018	Dancing with the Nutcracker, Downtown location
Nov 16, 2018	Performance Ensemble Work in Progress 7:30pm
Nov. 21-25, 2018	Thanksgiving Weekend: No classes at all locations Columbus rehearsals Company to Detroit-Nutcracker
Dec 7-23, 2018	The Nutcracker at the Ohio Theatre
Dec. 21, 2018	Last day of classes before Winter Break, all locations
Dec. 22, 2018 – Jan. 6, 2019	Winter Break: No classes at all locations
Dec. 24-Jan 1, 2019	Winter Break: Trainee program
Jan 2, 2019	Trainees Return to class
Jan 6, 2019	Cinderella Auditions-Times to be determined
Jan. 7, 2019	Academy classes resume, all locations
Jan. 21, 2019	Martin Luther King Day: No classes at all locations
Jan 26, 2019	Plug In with the Parent Association, 9-11 a.m., Downtown location
Jan. 27, 2019	Junior and 5-week summer intensive auditions, Downtown location

Feb 17, 2019	Junior and 5-week summer intensive auditions, Downtown location
March 1-3, 2019	Don Quixote Ohio Theatre
March 4-9, 2019	Parent Observation Week, all locations
March 29, 2019	Performance Ensemble Showing 7:30pm
April 5, 2019	Teacher's In Service No classes at either location
April 12-14, 2019	Cinderella Ohio Theatre
April 15-April 21, 2019	Spring Break: No classes at all locations
May 24-June 1, 2019	By Liang Davidson Theatre
May 10, 2019	Trainee Showcase 7:30pm
May 17, 2019	Performance Ensemble Showcase 7:30pm
May 18, 20-24, 2019	Children's Division End of the Year In Studio Performances
May 25,26,27, 2019	Memorial Day Weekend -No Classes at all locations
June 1, 2019	Last day of regular classes
June 3-5	Rehearsals for Spring Performance at BalletMet
June 6	Tech rehearsals for Spring Performance
June 7-8, 2019	Annual Spring Performance, Davidson Theatre
June 10-15, 2019	Studio Shut Down
June 17-28, 2019	Junior Intensive
July 1-Aug 2, 2019	Summer Intensive

18/19 BalletMet Dance Academy Children's and Student Division Dress Code

Discipline & level	Leotard/shirt	Socks/tights	Shoes	Extras
Creative Movement through Boys Ballet 1 Male	Body Wrappers shirt BWB1001 in white for boys recommended	Boys black tights by MStevens brand is recommended. Boys white plain socks. Dance belt when necessary.	White Ballet Shoes	
Boys Ballet 2 and 3 Male	Body Wrappers shirt WM1001 in white for men is recommended	Boys black tights by MStevens brand is recommended. Boys white plain socks. Dance belt.	White split-sole ballet shoes	
Performance Ensemble - Male	Body Wrappers shirt WM1001 in white for men is recommended	Boys black tights by MStevens brand is recommended. Boys white plain socks. Dance belt.	White split-sole ballet shoes	
Jazz - Male	Solid colored T- shirt	Black tights or jazz pants. Dance belt when necessary.	Black leather jazz shoes (no sneakers)	
Tap - Male	Solid colored T- shirt	Black jazz pants. Dance belt when necessary. Black socks or tights.	Black tap shoes	
Modern - Male	Solid colored T- shirt	Black footless or convertible tights. Dance belt.	None	
Character - Male	Body Wrappers shirt WM1001 in white for men is recommended	Black jazz pants. Dance belt when necessary. Black socks or tights.	Jazz shoes	
Mini Movers Through Pre Ballet 7 Female	BalletMet Logo Leotard Pink (purchased at BalletMet)	White turn down Socks	White Ballet Shoes	

Ballet 1 and 2	BalletMet Logo Leotard Gray (purchased at BalletMet)	Light Pink Tights	Bloch BL203G/L split-sole ballet in pink or comparable	
Student Division Ballet 3, 4 and 5 Female	BalletMet Logo Leotard Navy (purchased at BalletMet)	Light Pink Tights	Bloch BL203G/L split-sole ballet in pink or comparable Pointe shoes when approved	
Student Division Ballet level 6 – Trainee Female	BalletMet Logo Leotard Black (purchased at BalletMet)	Light Pink Tights	Bloch BL203G/L split-sole ballet in pink or option of canvas ballet slipper such as Sansha #1 or comparable shoe in pink. Pointe shoes	
Level 4 and 5 Performance Ensemble - Female	BalletMet Logo Leotard Black (purchased at BalletMet)	Light Pink Tights	Bloch BL203G/L split-sole ballet in pink or comparable . Pointe shoes. Black jazz shoes	Black jazz pants. Black character skirt
Level 6 and 7 Performance Ensemble - Female	BalletMet Logo Leotard Black (purchased at BalletMet)	Light Pink Tights	Bloch BL203G/L split-sole ballet in pink or comperable. Pointe shoes. Black jazz shoes	Black jazz pants. Black character skirt
Character - Female	Uniform leotard (purchased at BalletMet)	Light Pink Tights	Black jazz shoes	Black jazz pants. Black character skirt
Jazz - Female	Solid colored leotard	Black tights with black jazz pants	Black leather jazz shoes (no jazz sneakers)	
Modern - Female	Colored leotard	Black footless or convertible tights	None	
Tap - Female	Leotard and/or BalletMet/tap/or dance-related T-shirt	Dancewear - black tights/jazz pants	Black tap shoes	

Performing Opportunities:

BalletMet students have the opportunity to audition for The Nutcracker

Students who are in Ballet level 2 and up and are age 8 by the beginning of the academic year (Sept. 30, 2018) are eligible to audition for a part in ***The Nutcracker***. Auditions this year will be Sunday, September 9th

The Nutcracker participation is based upon a student's comprehension and ability to repeat steps, presentation as well as the student's size. Auditions will be held on Sept. 9, 2018. **Students are to be registered BalletMet Dance Academy students and maintaining the minimum required number of classes at BalletMet Dance Academy for their ballet level. Student accounts must also be paid up to date.**

Performance Ensemble Classes:

There is the opportunity for several groups of students to learn choreography throughout the year and share it in outreach, as well as in showings in the BalletMet Performance Space. Scheduled performances will be held on November 9, 2018, March 29, 2019 and May 17, 2019

Level 4 and 5 Students work on age-appropriate choreography to develop their comprehension and performance skills. Attendance at all technique classes is required. Spaces are limited.

Level 6 and 7 Ensemble classes encourage intermediate to advanced-level students to study choreography that reflects the emphasis on balletic work within the academy. Students will work on perfecting the details of varying styles and techniques to prepare them for the wide-ranging demands made on professional dancers. Spaces are limited.

Annual Spring Performances- June 7 and 8, 2019:

Students in Level 1 Ballet and up with good attendance, will have the privilege of participating in the academy's Spring Performances. These performances allow the students the chance to experience the full process and demonstrate what they have learned in a theater setting. Costuming is minimal and mostly provided by BalletMet. **Participating students must have accounts paid up to date.**

The Spring Performance takes place at the Davidson Theatre. There is a \$25 participation fee per student to offset the theater staffing and production costs. Students wishing to participate in the Spring Performance will be required to attend rehearsals to set group choreography on selected Saturdays prior to the performance. The rehearsal dates will be determined.

If planning vacation travel, please plan on leaving Sunday, June 9, or later if you plan to have your student participate in the annual Spring Performances. We will not be able to accommodate special requests for performances based on vacation plans or school events.

Ticket Opportunities: Discounts:

In addition to the vouchers that you receive in the Children and Student's division, there are several opportunities for discounts for professional company performance tickets. Here are a few options available:

- Academy families may purchase single tickets with a discount of \$10 for all company performances. Families should identify themselves as academy members when purchasing them at the BalletMet Box Office.
- Student Rush: College Students only, who have current ID's, may present their ID at the theater beginning two hours prior to the start of any performance and receive best seat available seating for \$15. Availability may be limited depending on the selling of the show and the ticket is only available for the student presenting their college ID.

BalletMet Dance Academy Parent Association:

All parents of students in the BalletMet Dance Academy are considered members of BalletMet's Parent Association. The Parent Association assists the academy in many ways. They sponsor some educational opportunities for students as well as coordinating and selling items in the academy and during company performances. Volunteers assist with chaperoning performances in which students are involved, as well as assisting in the costume shop. Profits from merchandise and their fundraising efforts benefit the BalletMet general scholarship fund.

The Parent Association will also sponsor Plug In with the Parent Association in the Downtown conference room on select Saturdays during the academic year. Please come join them for coffee, refreshments, good conversation and information about BalletMet from a parent's perspective. (Refer to academy calendar for details.)

Basic Dress Code:

Dancers are participating in a disciplined art form that requires preparation. Clothes and shoes should be marked with the student's name and kept in a dance bag to ensure that all items are ready for class.

Dance Fitness Dress Requirements:

- Pilates & Yoga: Comfortable clothing. Bare feet or socks. Bring your own mat and Theraband.
- Ballet: All students are required to wear ballet attire or clothing that allows for fluid movement during class. Ballet technique shoes are required.
- Dance Well. Live Well. Comfortable clothing and appropriate dance shoes and Yoga Mat
- In Motion-Comfortable clothing
- Tap: Comfortable clothing and appropriate dance shoes.
- Jazz: Comfortable clothing and appropriate dance shoes.

Hair Requirements:

Hair for ballet class for girls in Children's Division through Trainee should be pulled back in a bun and fixed in place close to the head. No bangs, headbands or whispies. All students will be expected to learn how to fix their hair and meet hair requirements. Hairnets are available in most drugstores in the hair accessory department. They should be a fine mesh and as close as possible to hair color. Here are some ways hair may be worn for ballet class: For girls with very short hair, a headband will suffice.

- High bun, ends tucked under, all placed in a hairnet and pinned to head
- French twist

For dance forms other than ballet, it is sufficient to have long hair pulled back away from the face and secured in a ponytail. Males should have hair brushed away from their face. Should their hair be longer, it must be in a secured ponytail.

Additional Requirements for Student Division:

Mats are required for the exercise portion of classes in Level 1 Ballet and up. Please write student's name on the mat. Part of our ballet training process at BalletMet includes floor exercises.

Therabands will be required in some exercise and ballet classes. A Theraband is a stretchy, rubberized material used for a variety of stretching/strengthening exercises. They will be available to students at the front desk for \$5 each. Again, be sure that the student's name appears on the band.

Ballet journal and pencils should be brought to all classes to notate corrections and ballet vocabulary.

BalletMet Responsibilities:

- To follow the syllabus approved by BalletMet.
- To have qualified and trained personnel to teach your student in a healthy and responsible manner.
- To impart that knowledge through exercises and instruction in a constructive manner.
- During the training process, offer corrections and observations so the student may excel to their personal best. Corrections may be verbal as well as physical. The corrections may be given individually or to a group for all students to benefit.
- Have qualified musicians or sound equipment to provide music for your student's class.
- Offer a safe place for your student to train.
- Offer sound advice concerning your student's development. Please request an appointment form at the front desk.
- Make available specific times when you and/or relatives may be able to observe your child in class and see their progress.
- Have teachers who are prepared for classes and begin and end them promptly.
- Have personnel and teachers who learn the students' names within a reasonable period of time and be assured that all students are recognized.
- To respond to any injuries in class immediately to ensure quick treatment is given.

Student Responsibilities:

In the classroom:

- Come to class with an open and receiving attitude.
- Respect the teacher and accompanist as well as your peers.
- Pay close attention to any corrections given individually and to others. Apply all corrections and realize the reason they are being given so you may improve and achieve your personal best. Understand that your hard work and effort are integral parts of your progress.
- Be on time and enter the classroom fully ready to begin class. If late, come in ready to work and quietly warm up. **If over 10 minutes late, you may be asked to observe and take notes.**
- Notify the teacher immediately if you have hurt yourself during class so you may be given proper attention.
- If unable to dance due to an injury or illness, report to your teacher prior to class so they can make note of it in the attendance folder. Request a blue injury form at the front desk.
- Have your mat available for any floor exercises.
- Bring your bags and street clothes into the studio and neatly stack or tuck them in your bag. Don't leave your belongings in the hallway or dressing room unless instructed by the teacher.
- Keep dance footwear in good repair, mark them with your name, and don't wear dance footwear outside on the sidewalk or street.
- Adhere to the dress code. If you are not in dress code and you are asked to correct the problem, correct it quickly and without complaint.
- Take any time prior to class to stretch and prepare for class both mentally and physically. Always enter the studio with respect for yourself and others.
- Notify your teacher prior to class if you must be excused early.
- Ask to be excused if you need to leave the class.
- Remove all jewelry prior to class—this includes necklaces, bracelets (wrist and ankle), watches, etc. Stud earrings are fine (no dangling earrings).
- Remove any gum or candy from your mouth. Remember only water is allowed in the studios.
- Do not set anything on the piano or sound equipment.
- Never stop in the middle of a combination when dancing across the floor and walk off. Continue to move with the traffic even if you cannot remember the sequence.
- Acknowledge the teacher and accompanist after the completion of class.
- Remove all clothing and articles from the studio immediately after class. Clean up after, and remove any used water bottles, band aids or tissues. Personal belongings left in studios or dressing rooms are not BalletMet's responsibility.
- In case of an emergency, follow the teacher's instructions.

In and around the facility:

- When in the hallways, be respectful of all adults, teachers, peers and dancers. Students sitting in the hallway next to studios A, B and C should sit against the brick wall.
- If having a snack, always clean up after one's self and use the proper trash receptacle. If you have spilled something, clean it up and/or get some help.
- Use the Dressing Room for changing only. Cameras (including phone cameras) in the dressing rooms are prohibited.
- Only use respectful language when speaking to fellow students, parents and staff. Foul language or obscene gestures will not be tolerated.
- Only exit the facility when your ride has arrived.
- Don't run through the halls or throw items in the facility.
- Cover your dance clothing with shorts, pants, skirts or jackets prior to leaving the facility.
- If in a classroom or rehearsal, all cell phones are to be placed on silent or turned off and in your bag.

Parent Responsibilities:

- Bring your child to class on time. Talk with them to ensure their dance attire is in good repair and clean. Allow, when at all possible, for the children to be here at least 15 minutes prior to their class to warm up their bodies and get themselves ready.
- Please identify yourself by name to our receptionist on the intercom before entering the building Downtown.
- Due to construction in the area and limited parking in our back lot, you may drop off only at the front of the building. If you are dropping off your child please watch your child or children to know that they have safely entered the building.
- If you're parking across Mt. Vernon Ave. to bring your child in, please escort your children safely across the street. At times, the Fire Department at the corner of Mt.Vernon and Fourth St. will travel east (the wrong way) on Mt. Vernon Ave. when responding to emergencies. Do not park in front of the entrance to the building.
- Due to changes made by the city, please be aware that the parking meters in front of our building now are only free after 10 p.m. and on Sundays.
- If you are going to be late and have access to a phone, please call the receptionist and let her know so we may be able to inform the teacher. **If your child is more than 10 minutes late for class, they may need to observe depending on how far into the class the teacher has progressed.** We do not want them to be injured by not being properly warmed up. Downtown's number is 614-586-8610 and the number for the McConnell Art Center is 614-431-0329.
- The Release and Authorization form (which can be found at www.balletmet.org under Registration) must be received in order for your child to take class and/or participate in any BalletMet activities.
- Pick up your child on a timely basis. If there is any reason you will be more than 10 minutes past your child's ending class time, call the receptionist and let her know when you will be there. Downtown's number is 614-586-8610. The Downtown studio closes promptly at 9 p.m. Monday through Friday; and 5 p.m. on Saturdays. Should there be repeated tardiness (more than one) occurrence from the same family, the academy will charge the family \$30 for every 15 minutes, or portion thereof, in order to retain personnel past their regularly scheduled hours.
- If your child is taking class at the Worthington facility, please be ready to meet them at the end of their class outside the classroom. Should a parent be late in arriving at the end of classes for a day, they will be charged for the teacher's time waiting.
- If your child has experienced fever, vomiting or diarrhea please do not allow your student to return until they have been symptom free without medicine for at least 24 hours or have been cleared by their physician to return to school or class.**
- If your student is in the Downtown facility for an extended period of time, or for several classes, please send a snack or some change with them for a snack. If you send money, please try to only send change and \$1 bills, as our capability of making change is limited.
- Help your student to get enough sleep and eat in a manner in which their body is well fueled for the work they are asking it to do. Please also encourage your child to bring a water bottle for classes that are an hour and a half or longer.
- Please be sure all your student's dancewear, shoes and belongings are marked with their name.

- BalletMet is not responsible for students who leave the facility to visit area businesses without your supervision.
- If you are here with children, please do not allow them to climb on any railing, chair or table within the lobby and dressing room areas. Throwing of objects or balls and running in and out of the dressing rooms or down the halls is prohibited.
- If there is a building emergency or fire drill, leave the facility from the closest door to you and proceed to the farthest area of the back parking lot. Teachers will take their students there. Only take your student when the teacher has released them to you.
- Please respect the guideline that no parent, student or child is to be in the back company hallway (past Studio D) unless accompanied by BalletMet personnel in the Downtown facility.
- Never use your cell phone camera or any other camera to take pictures or videos from the hallways into classes or company rehearsals.
- Parents may photograph their child during observation week during the last 15 minutes of the class. No flash photography.
- Do not post pictures or videos of students and/or teachers on the internet or social media without the written permission of BalletMet and all parties. Any inappropriate postings will result in disciplinary actions that may include expulsion from the academy.
- Please be sure that your student is aware of personal hygiene.

Inappropriate Activity:

Students and Parents of BalletMet are held to a high standard. All BalletMet students and parents either on BalletMet property or not and during any BalletMet activities (on-site and off-site) are prohibited from the following activities:

- Defacing BalletMet or someone else's personal property
- Stealing from the academy, any other person, student or staff member
- Verbal harassment or bullying. (This includes behavior off site, written, text, verbal or electronic/cyber.)
- Drinking alcohol or smoking under the legal age
- Violent acts
- Possessing firecrackers, fireworks, ammunitions, firearms or any other dangerous ordnance that may be considered a weapon (concealed or otherwise)
- Taking photographs in dressing room or restroom areas
- Any overt sexual activity
- Any illegal or drug activity

Anyone involved in the above activities may be subject to/but not limited to these consequences:

- Suspension from academy classes and/or additional activities for a designated period of time (No refund for classes missed)
- Required repayment of any and all damages, repairs, or replacement costs for the incident
- Loss of privileges including, but not limited to, dressing room access, scholarship and/or financial aid and possible expulsion
- Notification of legal authorities, based upon severity or incident

Weather Policy:

In the case of inclement weather:

- BalletMet Dance Academy uses a notification system called Remind.com to inform students and parents about weather and other emergencies. We will continue to use other media outlets like television and the web, but this mobile text messaging will reach students in a direct and timely manner. This one-way communication will be short, with concise messages, and only used during severe weather or other sudden emergencies. In order to participate and receive these text messages you will need to join the group by texting @bmetacad to 81010 from your phone. Otherwise, you will not be included in this group communication.
- Decisions for cancellations at the McConnell Arts Center site will be communicated through the McConnell Arts Center via email, as well as noted on the regular Downtown number.
- In addition, the following actions will be taken:
 - 10TV, Fox News28, Channel 6 (WSYX) and Channel NBC4 (nbc4i.com) will be notified.

Parents driving in from suburban and rural areas will be asked to use their judgment regarding the safety of driving through their area to reach BalletMet. Make-up classes can be scheduled for any classes missed due to a weather emergency.

Solicitation and Advertising Policy:

There shall be no solicitation or fund raising by parents, students or any other visitor in the BalletMet facility. Any outside advertising or information must be approved by the BalletMet management prior to posting or distribution on BalletMet premises. Approval is at the discretion of BalletMet. Any items posted without approval will be automatically discarded, regardless of content.

Questions/Concerns/ Suggestions/Appointments:

Parents may have questions, concerns, suggestions, or wish to make an appointment to talk about their child's dance education, classroom activities, and/or BalletMet activities, when the proper personnel may not be available to discuss it with them. While teachers are always happy to discuss and answer questions about a student's progress, they are not always available in the hallways for discussion. At the front reception desk, we have "Question, Concern, Suggestion, Appointment Forms" which parents and students may complete to bring these items to academy director's attention. The academy director or someone who is designated will respond to the request.

Video/DVD/Photo Assistance:

BalletMet will have a specified time to take photos for upcoming Summer Intensive or college auditions. Should a student need assistance with photos or video/DVD for an audition outside of the designated time, they may request assistance through the "Request for Information or Assistance" form. Students should allow a minimum of two to three weeks advance notice for any video/DVD request. There is a charge of this assistance

Letters of Reference or Recommendation:

There are times that students require letters of recommendation or reference for school honors, employment applications, college applications or auditions, summer intensive auditions, etc. Students should go to the reception area and fill out a "Request for Information or Assistance Form" requesting the letter and giving any pertinent information such as whom it is to be addressed to, purpose of the letter, deadline, etc. **The student should allow at least 2 full weeks time prior to the date that this is required, in order to allow the proper parties to produce the letter to them. Any requests with a shorter time requirement will be completed if possible but are not guaranteed.**

Injury Procedure:

All student injuries and accidents in and out of ballet class must be reported promptly to the academy front desk. Academy staff will document the student's condition and any medical guidelines for activity. If an injury occurs (either in or outside of class), please do the following:

- Notify the faculty and front desk immediately so that proper documentation can be made.
- Have your doctor send a report on your injury to the front desk in order to facilitate your recovery.
- We must receive written permission from your doctor allowing you to resume classes.
- Any student with an injury requiring limited participation in class or a significant leave of absence from must meet with staff to set up a recovery plan before returning to classes.

Make-Up Classes:

If you miss a class due to a scheduled holiday or weather emergency at any site, please check for an appropriate make-up class. Make-up classes must be made up prior to April 27, 2019, for the current academic year and cannot be carried over into summer or fall classes. Students should not make up classes during the Observation Periods of October 22-27, 2018 and March 4-9, 2019.

If you have missed a class at the McConnell Arts Center, please get a make-up slip from your teacher for the missed class. You may make up your class at the McConnell Arts Center or Downtown by presenting this slip.

Merit Award Scholarships:

Students in Ballet level 4 and up will be observed and considered throughout the year. There are a limited number of merit-based scholarships for the Academic year. Students invited to participate in this program, will receive a letter of notification in the mail along with the requirements of scholarship students. Scholarship students are required to follow the Comprehensive Plan Schedule as a condition of their award.

Financial Assistance:

Financial aid is available for students in Ballet 2 and up who attend the academy. Please request the appropriate paperwork from the academy coordinator.. Students who receive financial aid in the fall will be reassessed during the month of January. At that time, BalletMet staff will consider the student's attendance, commitment level and timeliness of payments. BalletMet reserves the right to discontinue financial aid if the student and guardian are not reassessed favorably or have acted inappropriately. Financial aid will apply to ballet classes only in Levels 2-7.

Discover Dance Program:

The Discover Dance program was developed to serve talented underserved youth, ages 8-12 entering BalletMet for the first time. Auditions for the academic year are completed between the months of February and April for the next season at the academy and at specific neighborhood schools. Please contact Ambre Emory-Maier, BalletMet's Education Director, at aemory-maier@balletmet.org or 229-4860 #135 for more information.

Payment Information:

All student accounts are expected to have complete payment by the first of each month. If there are extenuating circumstances in which you are unable to pay on time, please call and make payment arrangements with the academy coordinator. Accounts that are 10 days past due may be subject to a \$10.00 late fee. . **If an account is past due by November 15th, the student's participation in Nutcracker may be jeopardized.**

If an account is past due on April 1, the student's participation in the annual Spring Performances may be jeopardized.

Discount Policy:

In order to serve the needs of our BalletMet families, we have devised the following payment plan for students at our Downtown site:

- The student with the highest tuition amount will pay full tuition. All other family member tuitions will be discounted at 15 percent. This does not apply to registration fees.

No more than two discounts may apply to any student's tuition. Examples of discounts include but are not limited to: scholarships, financial aid, paid in full discounts, additional family member discounts and/or subscriber.

Refund/Withdrawal/Class Card Policy:

- No refunds will be given for classes missed because of a student's personal schedule. In the event of a prolonged illness or injury that prohibits dancing, a doctor's statement must be presented to the academy manager or the academy coordinator in order to secure a partial refund.
- Registration fees are not refundable.
- Classes missed cannot be made up after withdrawal.
- There are no refunds on class cards. Class cards purchased on or after July 1, 2018, are valid through June 30, 2019.
- Notification of withdrawal from classes must be submitted to the academy coordinator in writing two weeks prior to withdrawal.** Parents are responsible for all fees through the two-week period after written notification.



DANCE ACADEMY

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