

Ballet Arts Policies

PAYMENT POLICY

- Payments are made quarterly. Dates are posted on the schedule. Costume payments are due January 31st.
- Payments may be made in cash or by check only.
- Reminder notes will go home with students, be sent via email, and posted at the studio. Quarterly reminders will be emailed and mailed out for delinquent accounts.
- There will be a \$25 charge per quarter for late payments received one week after the due date.
- For Pre-ballet ages 3-6 yrs., the dancer must be the specified age for the class by October 1st.

REFUND POLICY

- There are no refunds for missed classes. These must be made up in the appropriate class (discuss with the dancer's teacher).
- There is an annual, non-refundable registration fee of \$15 per family. Summer registration fee is separate.
- *Dance Cards* for adult classes are not refundable or transferable.

PRORATED POLICY

- Students starting within the first 4 weeks of the quarter will pay the full quarter amount.
- Students starting within the last 4 weeks of the quarter will pay half the quarter amount.
- Students dropping within the first 4 weeks of the quarter will pay the 4 weeks.
- Students dropping within the last 4 weeks of the quarter will pay the full quarter.

RECITAL POLICY

- Each year Ballet Arts holds a student recital, and dates are posted on the schedule. A mandatory dress rehearsal is required. If the dancer does not participate in the rehearsal, he/she will not be permitted to perform.
- All costume and tuition fees must be paid in full before costumes will be released to the dancer.
- **In the 2nd quarter, a formal PRODUCTION RECITAL CONTRACT (not preballet recital) will be issued requiring your signature. Each student participating in the recital will be charged a non-refundable \$25 recital fee. This fee is necessary to cover recital expenses.**
- Dancers may opt out of the recital, but must notify the teacher BEFORE costumes are ordered in January. It is important that class attendance be consistent as teachers and dancers prepare for recital. It is appreciated if the decision to opt out of recital is communicated to the teacher early in the year. The student is responsible for payment of costumes already ordered.

WEATHER POLICY

- Ballet Arts will cancel day and evening classes when Kalamazoo Public Schools are closed DUE TO WEATHER. When KPS cancels evening activities DUE TO WEATHER check at the studio and/or website for possible cancellation of evening classes.
- For evening or Saturday classes check by calling the studio 345-3433 and/or the website: *balletartshome.com*