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## Policies & Procedures Agreement – *Student Program*

### STUDENT PROGRAM:

#### Regarding Payments & Fees

1. The student program is a 10-month enrollment and tuition plans include annual, semester, bi-monthly and monthly payment.
2. **No refunds.**
3. A **registration fee** of \$25 per person for all **new** students and an **annual administrative fee** of \$25 per family to defray administrative expenses.
4. **Changes in class schedule** can be made at anytime in person or by phone and be effective immediately.
5. **Schedule changes that affect a change in payment** will not take effect until the following month and require submission of a signed Schedule Change form.
6. **Withdrawals** require one month's notice and submission of the signed Withdrawal Form in person. Without submitting proper notification, student's enrollment status and future enrollment eligibility may be affected.
7. There is a \$5 penalty for **late payments** after the 10<sup>th</sup> of each month.
8. There is a \$20 **return check fee** or **incomplete credit card transaction fee.**
9. **Unlimited Tuition** rate can only apply to 2 students per family.
10. To participate in **recitals, showings and other performances**, special requirements or obligations may need to be fulfilled. All students will be notified of these requirements or obligations prior to auditions and rehearsals.

#### Regarding Class Protocol/Procedures

1. **Anyone 20 minutes late** cannot take class, due to risk of injury. Students must watch class and take notes.
2. **Absences** must be notified. Unexcused absences cannot be made-up.
3. **If you are on auto pay** and do not inform us that your child will be missing classes, or will not be returning, we will continue to charge monthly until otherwise notified.
4. **Make-ups** for missed classes must occur within a semester. Students enrolled in both ballet and modern/jazz classes may use a ballet class as a make-up for a modern/jazz class, but cannot make-up a ballet class with a modern/jazz class.
5. **Appropriate uniform** must be worn for class. **Hair** must be properly secured and **jewelry** must be removed prior to class. Disregard for dress code may result in removal from class.
6. Students must be properly covered up and dressed appropriately in street clothes when entering and exiting studio building.
7. Academy and Company **performance participation** is not mandatory. Participating students must submit signed release forms in order to perform.
8. If a student misses more than 4 classes within the months prior to a school recital/performance/showing, the student may not be allowed to participate in the performance. Teacher discretion.
9. All progress **evaluations** and class **promotions** are based on student's performance as well as Teacher's discretion. Decisions are to be made for the best interests of the student while maintaining technical and artistic standards.

### GENERAL ACADEMY POLICIES

1. Refrain from misusing God's name and using profanities in and around the studio.
2. Eating, drinking and gum chewing are only allowed in reception area and dressing room.
3. Keep valuables with you at all times. **Studio is not responsible for lost or stolen articles.**
4. The Academy staff reserves the right to refuse anyone from taking class. Reasons may include, but not limited to, repeated disregard or negligence of academy policies, delinquent in payments, disruptive behavior, or any other mischief that puts the studio, it's staff or visitors in jeopardy.
5. Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activities or any other activities conducted by the students before, during or after class time.
6. CBTB shall have the right to use students' name and photograph and to exhibit the same through any medium whatsoever for advertising or promotional purposes. All such reproductions shall be selected by and remain the exclusive property of CBTB.

I understand that all policies and procedures listed above are to provide a safe, peaceful and orderly environment for CBTB members. I fully agree with the above and will comply with all its terms.

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(Signature of student or participant)

(Date)

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(Signature of Parent)

(Date)