



# ROYAL SCHOOL OF BALLET

## *Studio Policies*

*\*PLEASE READ CAREFULLY\**

### **BILLING INFORMATION**

- **WRITTEN 30-DAY NOTICE IS REQUIRED TO VACATE YOUR PLACE IN CLASS.**
- YOU WILL BE CHARGED TUITION UNTIL THE END OF THE 30-DAY NOTICE. *\*WE DO NOT GIVE REFUNDS FOR CLASSES NOT ATTENDED DUE THE FACT THAT WE HOLD YOUR CHILD'S PLACE IN CLASS. \**
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- TUITION IS **NON-REFUNDABLE.**
- A \$15 LATE FEE WILL BE APPLIED TO THE ACCOUNT AFTER THE 1<sup>ST</sup> OF THE MONTH, IF TUITION INSTALLMENT IS NOT RECEIVED. *\*IF THERE ARE EXTENUATING CIRCUMSTANCES, PLEASE SEE THE OFFICE STAFF*
- AND WE WILL BE HAPPY TO DISCUSS ARRANGEMENTS.
- EACH ACADEMIC YEAR IS COMPOSED OF 40 WEEKS OF CLASSES SCHEDULED AROUND HOLIDAYS AND CLOSURES.
- PLEASE SEE TUITION SCHEDULE FOR TUITION COSTS FOR BOTH TRIMESTER AND MONTHLY INSTALLMENTS FOR YOUR INDIVIDUAL STUDENT.
- EXPLANATION OF TUITION PAYMENT SCHEDULE: ALTHOUGH THEY ARE DUE AT THE END OF EACH MONTH, THESE ARE NOT MONTHLY PAYMENTS, THEY ARE INSTALLMENTS ON THE TOTAL COST OF THE YEAR, AND THEN BROKEN INTO MONTHLY INSTALLMENTS FOR CONVENIENCE.

*\*IN CASES OF SUDDEN MOVE (SUCH AS MILITARY) OR FINANCIAL HARDSHIPS, PLEASE SPEAK WITH US IN THE OFFICE.*

### **LATE POLICY**

- FOR THE SAFETY OF OUR STUDENTS, ANYONE ARRIVING AFTER WARM UP ENDS WILL NOT BE PERMITTED TO DANCE BUT MAY OBSERVE IN CLASS FOR THAT DAY.

## MAKE-UP CLASSES

- SCHEDULED MAKE UPS ARE AVAILABLE FOR ILLNESS ONLY IN A LOWER LEVEL, NO REFUNDS OR CREDITS FOR MISSED CLASSES.
- JUNIOR AND SENIOR DIVISION MAY TAKE EXTRA CREDITS IN LEVELS BELOW
- MAKE UPS WILL ONLY BE SCHEDULED ONLY IF THERE IS ROOM IN THE CLASS

## ILLNESS

IF YOUR CHILD IS ILL, PLEASE CALL THE STUDIO SO THAT WE CAN LET THE TEACHER KNOW NOT TO EXPECT YOUR CHILD IN CLASS AND SO THAT A MAKE-UP CLASS CAN BE SCHEDULED, IF AVAILABLE.

PLEASE DO NOT SEND YOUR CHILD TO THE STUDIO IF THEY HAVE A TEMPERATURE OR HAVE THROWN UP. MUCH LIKE SCHOOL POLICIES, YOUR CHILD MUST BE **FEVER FREE FOR 24 HOURS (WITHOUT FEVER REDUCING MEDICATIONS)** BEFORE RETURNING TO CLASS.

## PHOTO/VIDEO POLICY

- PHOTOS AND VIDEOS \*ONLY\* ALLOWED BEFORE OR AFTER CLASS OR DURING THE FREE-DANCE PORTION OF CLASS
- BE AWARE OF ALL DANCERS' POSITIONS IN PHOTOS AND VIDEOS BEFORE POSTING ON SOCIAL MEDIA

## VIEWING WINDOW/LOBBY POLICY

- THE MAIN STREET STUDIO VIEWING WINDOWS ARE AVAILABLE DURING CLASS, BUT NOT REHEARSALS
- THE DOBBINS STREET STUDIO HAS AN OPEN VIEWING AREA. NO NOISE PERMITTED AS IT IS OPEN TO THE STUDIO SPACE.
- PLEASE DO NOT DISTRACT DANCERS IN THE STUDIOS OR LOBBY (WAVING, TALKING LOUDLY, TAPPING WINDOWS, ETC.)
- THE STUDIOS ARE NOT TO BE OBSERVED FROM OUTSIDE THE DOORS OR EXTERIOR WINDOWS
- LOBBY AREA SHOULD REMAIN QUIET AND PEACEFUL. PLEASE TAKE VISITING/PHONE CALLS OUTSIDE TO MAINTAIN LOBBY ETIQUETTE. KEEP AUDIBLE DEVICES TO A MINIMUM VOLUME.
- ROYAL SCHOOL OF BALLET DOES NOT ASSUME RESPONSIBILITY FOR STUDENTS BEFORE OR AFTER THEIR ASSIGNED CLASS TIME. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN WHILE IN THE WAITING AREA. STUDENTS SHOULD BE PICKED UP PROMPTLY AFTER CLASS. PLEASE CALL TO ALERT US IF YOU WILL BE LATE.