



# 2021-2022 RSB POLICIES

**\*PLEASE READ CAREFULLY. \***

## TRIMESTER 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. \*
- 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.
- WHEN PAYING TUITION IN INSTALLMENTS, IF AT ANY TIME YOU ARE 2 INSTALLMENTS BEHIND ON TUITION YOUR DANCER WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS UNTIL PAYMENT OR PAYMENT ARRANGEMENTS ARE MADE. \*IF THERE ARE EXTENUATING CIRCUMSTANCES PLEASE SEE THE OFFICE STAFF AND WE WILL BE HAPPY TO DISCUSS ARRANGEMENTS.
- PLEASE SEE TUITION SCHEDULE FOR TUITION COSTS FOR BOTH 12 MONTH OR TRIMESTER PAYMENTS.
- 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'S TUITION.

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

## PAYMENT OPTIONS

- 12 AUTOMATICALLY RECURRING INSTALLMENTS- CREDIT/DEBIT CARD REQUIRED, DUE ON THE 25<sup>TH</sup> OF THE MONTH.
- 3 TRIMESTER INSTALLMENTS- CREDIT/DEBIT CARD, CHECK OR CASH, DUE JUNE 1<sup>ST</sup>, OCTOBER 1<sup>ST</sup>, AND FEBRUARY 1<sup>ST</sup>.

## LATE POLICY

- IF THE STUDIO DOOR IS CLOSED, PLEASE SEE OFFICE TO BE ESCORTED INTO CLASS
- 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, NO REFUNDS FOR MISSED CLASSES.
- UPPER DIVISION MAY TAKE MAKE UP IN LEVEL BELOW
- MAKE UPS WILL ONLY BE SCHEDULED ONLY IF THERE IS ROOM IN THE CLASS

## ILLNESS

YOU WOULD NOT BE HAPPY IF YOUR CHILD CAUGHT A VIRUS FROM A SICK CHILD AT THE STUDIO SO WE ASK THAT YOU HAVE THE SAME MINDFULNESS WHEN IT COMES TO BRINGING YOUR CHILD THAT MIGHT BE SICK. 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 MAKEUP CLASS CAN BE SCHEDULED.

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. IF YOUR CHILD DID NOT ATTEND SCHOOL DUE TO ILLNESS, PLEASE DO NOT SEND THEM TO THE STUDIO!

## PHOTO/VIDEO POLICY

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

## VIEWING WINDOW/LOBBY POLICY

- STUDIO 1 AND 2 VIEWING WINDOWS AVAILABLE DURING CLASS
- PLEASE DO NOT DISTRACT DANCERS IN THE STUDIO OR LOBBY (WAVING, TALKING LOUDLY, TAPPING WINDOWS, ETC.)
- STUDIO 3 IS CLOSED CLASS NO VIEWING AREA AVAILABLE
- STUDIO 1 AND 3 NOT TO BE OBSERVED FROM OUTSIDE DOOR 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.