

Policies

DISCOVER DANCE (6 or 8-Week Sessions): Full payment is due at registration. Pricing will be prorated if joining during the session. No refunds or make-up classes available.

BALLET AND TEEN PROGRAMS: A \$20 registration fee (per family) and the first month tuition payment is due at registration. Tuition will be prorated for mid-month enrollment. **Tuition is based on the entire school year (36 classes) and paid in monthly installments. It is the same regardless of how many weeks/classes are in the month.** Credits are not given for absences or holidays.

MONTHLY TUITION PAYMENTS:

- All families are required to have a valid credit card on file (except for pay in full). Tuition will be processed between the 1st and 3rd of each month through our automated payment system. Cash/checks are not accepted.
- **Parents are responsible for updates to payment information.** Declined payments will result in a \$15 fee. Tuition and fee must be paid by the 10th to avoid a \$20 late fee. The student will be dropped from the program if tuition and fees are not paid by the 20th of the month. All tuition paid is non-refundable.

ATTENDANCE:

- When you register for a class you are reserving a **spot in class**.
- We are not responsible for your child's attendance and tuition is not prorated for missed classes.

MAKE-UP CLASSES (Ballet & Teen Program Only):

- Absences must be reported before start of class time to be eligible for a make-up.
- We have an online reporting form to report an absence and request a make-up day.
- 1 make-up class per calendar month for students taking 1 class per week and 2 make-up classes per calendar month for students taking 2 or more classes per week.
- Make-ups must be completed within 30 days of the original absence. If you schedule a make-up class and miss that class, you will NOT be given a make-up for your missed make-up class.
- Student must be currently enrolled in a class and billing account in good standing to be eligible to do make-ups.
- Make-ups must be pre-scheduled. If you just show up, we cannot guarantee a spot will be available.

DROPPING A CLASS (Ballet & Teen Program Only):

Students are enrolled through the end of the school year unless you notify us otherwise. If you would like to drop a class, you must submit the withdrawal form found on the website (evballet.com under Contact Us). Notification must be **14 days prior to the 1st of the month to stop payment and withdrawal for the following month.** There are no refunds or credits given. If you drop and later re-enroll, the current registration fee and tuition rates will apply.

STUDIO ETIQUETTE:

Students should be at the studio 5-10 minutes before class starts. It is distracting for students and disrespectful to the teacher when a dancer enters the room late. Please have younger children use the restroom before class.

Caregivers for young children should plan on staying in the lobby during class. Caregivers of older children may leave during class time but should return 5 minutes before class ends. Please be prompt for pick-up of your dancer after class. If a staff member must stay late to attend to your child, you may be charged \$1/minute after a 5-minute grace period.