

INTERNATIONAL BALLET ACADEMY ENROLLMENT AND TUITION POLICIES 2019-2020

Class Etiquette and Procedures

Class Etiquette:

No cell phones inside the studios without teacher approval.

Each student is expected to approach all classes with energy, enthusiasm and the desire to learn. Students should maintain an open and responsive attitude and apply all corrections given in class and rehearsals.

No talking in class.

Students are expected to respect the teacher and their peers.

Students or parents are expected to notify the office if the student will be late or absent from class. Notification should be via email to office@ibacary.com.

Each student is expected to be on time. Students may not enter the class late or leave class early without permission from the teacher.

Each student is expected to be in uniform for class with hair in specified manner.

If a student is unable to take class due to injury student is expected to observe classes and rehearsals and to take notes.

A student recovering from an injury must submit a clearance form from his or her doctor or physical therapist prior to returning to class.

Parents should refrain from opening studio doors while class is in session. See the front desk for assistance.

IBA Procedures:

Class Placement: Returning IBA students are assigned a class at the end of each year. New students will be assessed in class prior to placement becoming final. In determining class placement, the IBA faculty considers each child individually. Some children develop and progress more quickly than others. The IBA faculty will place your child in the level that is best suited for your child.

Note that students can expect to spend up to 2 years in each level starting at Intermediate 3 and up.

Attendance:

Students are expected to attend their classes and to arrive on time. If a student is more than 15 minutes late to class, he/she will be invited to watch but not participate. This policy is in place to help prevent injury to our students and prevent class disruption. Note that students in Prep. A and up should arrive at least 30 minutes before class in order to properly stretch prior to class starting.

Behavior:

IBA provides a nurturing environment for students to learn from their teachers and from each other. All students at IBA are expected to be respectful to teachers, faculty, and their fellow dancers. Rude remarks and disrespectful behavior will not be tolerated and can be grounds for dismissal from class. Repeated behavior can be grounds for dismissal from the academy. If student is dismissed on these ground, tuition payments remain non-refundable and are still due until the proper withdrawal form is completed.

Conferences:

During scheduled Parent Observation Weeks, parents will have an opportunity to observe their child in class. Parent comments and questions are always welcome and teachers are available for parent conferences. Conferences can be arranged at the front desk, by email or by phone. In order to keep classes running smoothly, on time and to protect your child's privacy, please adhere to this policy. Teachers will not discuss matters related to the student's progress or performance in the hallways or without an appointment.

Private lessons:

At the discretion of IBA instructors, private lessons may be available to IBA students who are registered and attending all of his/her regularly scheduled classes. Private lessons can supplement but not replace required classes for the student's level. All privates must be requested via email to office@ibacary.com. Please do not approach individual teachers. In addition to the teacher fees, there is a studio fee of \$20 per 2 hours of each private.

Incllement Weather:

IBA does not follow the Wake County Public School system regarding weather related closings. A school wide email will be sent out when our academy is closed. This will also be posted on our instagram and facebook accounts.

Non-discrimination/Non-Harassment Policy:

IBA is dedicated to the treatment of all persons with respect and dignity and to providing an environment that is free from any form of discrimination or harassment. IBA prohibits and will not tolerate harassment of any kind to or any persons, including teachers, staff, students, parents and any other person affiliated with IBA. This prohibition includes harassment for any unlawful discriminatory reason, such as race, gender, sexuality, national origin, disability, age or religion. A person who believes himself or herself to be a victim of discrimination or harassment should report the incident to the Academy Director, Christina Fann y. The matter will be dealt with on a confidential basis. Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct that may violate this policy.

Bullying Policy:

IBA has a zero tolerance policy for bullying in all forms--verbal, written and online including social media. Should a student or group of students infringe on another student's or staff member's right to an equally safe environment, they can be expelled from IBA. Accordingly, slurs, jokes or remarks that are derogatory of a person are considered inappropriate for the academy's environment. Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct that may violate this policy. Violation of this policy could result in expulsion from IBA and all tuition payments remain non-refundable.

I've read the above and agree

Tuition Policies

Upon registration, the registration fee and the first trimester payment are due. Client understands and agrees that International Ballet Academy will hold your student(s) spot during this time. In the event that the Client cancels the session or fails to attend the session on the Session Date, for any reason, International Ballet Academy shall suffer losses that are difficult to ascertain. As such, Client agrees that, in the event of cancellation by Client, such deposit shall be forfeited by Client and paid to International Ballet Academy as liquidated damages and not as a penalty. Client International Ballet Academy agree that such amount is reasonable.

IBA's yearly schedule is divided into 3 trimesters. Each trimester includes between 10-13 classes.

1st Trimester: August 26, 2019 - November 11, 2019

2nd Trimester: November 11, 2019-February 10, 2020

3rd Trimester: February 10, 2020-May 22, 2020

There will be a \$30 annual registration fee.

IBA Families are given the following four payment options:

1. Complete annual payment up front: annual payments received by August 26, 2019 are eligible for a 5% discount. Annual payments can be in the form of cash, checks or credit card but must be

submitted in full by August 26, 2019.

2. Cash or Check payments will be accepted. All payments in cash or check must be submitted before the first day of each trimester in order to prevent charge to the credit card on file.

3. Three (3) Trimester Installments

Trimester payments must be received on the first day of each trimester. Payments via cash or check are accepted but it is required to have a credit card on file. If payment is not received by November 16th for the 2nd trimester and by February 15, 2020 for the 3rd trimester, the credit card on file will be charged.

If your credit card on file does not go through, a \$15 late fee will be posted to your account and you will have five business days to update your information and pay in full.

First trimester payment is due at time of registration.

A late fee of \$25 will be applied to each account that is over 5 days late.

4. Monthly (8 payments for 9 months)

Payment for the first month is due upon registration.

Subsequent payments due by the 1st of each month October-April, 2020.

Monthly accounts must have a credit card on file.

Accounts not paid via cash or check by the 5th of each month will be automatically charged via credit card.

If your credit card on file does not go through, a \$15 late fee will be posted to your account and you will have five business days to update your information and pay in full.

Your payment method must be chosen upon registration and cannot be changed mid-year. If you choose to pay a remaining balance in full mid-year, you will not retroactively receive any discount.

NOTE: Students enrolled in IBA's PPD program are deemed enrolled for the year and are financially obligated for the year. PPD students will have to fill out additional paperwork available at the front desk.

I've read the above and agree.

IBA Dress Code

Each class/level at IBA has a required dress code. Dress codes are an important part of ballet etiquette and all students are required to purchase and wear the dress code for his/her level.

I've read the above and agree.

PPD Program

Enrollment in the PPD program is by audition only. Registration fee for the PPD program is \$40. Students enrolled in IBA's PPD program are deemed enrolled for the year and are financially obligated for the year. Additional documents available at the front desk must be completed before enrollment is complete.

Tuition discounts are not applicable to the PPD Program.

I've read the above and agree.

Make Up Classes

Tuition payments are due regardless of absences including vacations or illness.

Students are welcome to make up missed classes. Students must fill out a make-up form available at the front office. Please note that there is a limit of 2 students per class that can make up on the same day. To avoid disappointment students are encouraged to call the front office prior to

coming in for a make-up class. This policy is in place to keep the integrity of our class size limits. Missed classes must be made up during the 2019-20 year. Missed classes cannot be made up during the summer program. Students cannot make up classes unless they are enrolled at IBA and their account is in good standing. Teachers must approve the level the student wishes to attend as a make-up class.

I've read the above and agree.

Class Withdrawal

Withdrawing your child from any class requires the submission of a formal withdrawal form available at the front office. All tuition payments paid are non-refundable and no refunds will be issued upon withdrawal. Failure to complete a withdrawal form will result in a delinquent account. The official date of withdrawal will be the day the office is notified or the last day of attendance in class or any other IBA activity (including participation in school or company performances), whichever is later. Accounts will be billed for classes until the day a withdrawal form is completed and received by the office. Missed classes cannot be made up after withdrawal.

I've read the above and agree.

Video/Photo release

Video/Photo Release: Parent/guardian grants IBA the unlimited right to use and/or reproduce photographs/video of his/her child for the promotional use of IBA. By signing this release, parent/guardian waives any and all present or future compensation rights to the use of the above described material(s).

I've read the above and agree.

Medical Emergencies

Emergency Medical Release: In the event of a medical emergency, I hereby give permission to International Ballet Academy (IBA) or agents thereof to authorize reasonable and necessary medical treatment for my child. I fully understand that IBA's instructors, agents, and employees are not physicians or medical practitioners of any kind. With the above in mind, I hereby release and grant permission to IBA staff to render temporary first aid to my child in the event of any injury or illness, and if deemed necessary by the and IBA staff member to call a doctor to seek medical help, including transportation by an IBA staff member, whether paid or volunteer, to any health care facility or hospital, or the calling of an ambulance for said child should the IBA staff deem this to be necessary.

I've read the above and agree.

Assumption of Risk/Waiver of Liability

Parent/guardian waives any and all claims against International Ballet Academy (IBA) and/or its staff for any liability including but not limited to personal/bodily injury, student property loss or damage occurring during class, rehearsal, performance or activity sponsored by IBA. Student participation is voluntary and the parent/guardian acknowledges the risks of potential injury/ harm associated with they physical demands of dance training. Dance education requires "hands on" instruction as well as verbal instruction. Instructors will regularly correct students by touching his or her arms, legs, feet, backs and head to move them into the correct position.

I've read the above and agree.

I have read and agree to all the IBA Enrollment and Tuition Policies described above.

Parent/Guardian Signature

Date