

IBA Enrollment, Tuition and COVID-19 Policies 2020-21

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.

COVID-19 Waiver

While IBA will take precautions to decrease the risk of spreading COVID-19, including but not limited to limiting class sizes, hand washing, regular disinfection of surfaces, temperature screenings, Parent/Guardian acknowledges that the risk of transmission of COVID-19 cannot be eliminated. Accordingly, Parent/Guardian assumes full risk of infection with COVID-19 and waives any and all claims against IBA and its owners, staff and agents for any liability related to COVID-19, including but not limited to illness of the student, Parent/Guardian, or any member of the student's or Parent/Guardian's household.

Parent/Guardian understands that students who are exhibiting any symptoms of COVID-19 (available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) will not be permitted to participate in any IBA activities, including in person classes, until symptoms have fully resolved.

Parent/Guardian further agrees that if the student, any members of the student's household, or any other person with whom the student has had close contact tests positive for COVID-19, or is ill with symptoms of COVID-19, Parent/Guardian will not bring student to IBA for any purpose until student meets criteria set forth by CDC and NC Dept. of Health and Human Services. IBA reserves the right to determine in its discretion whether student may safely return to IBA.

I've read the above and agree.

Class Etiquette and IBA Procedures

Class Etiquette:

No cell phones in 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.

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.

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.

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.

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.

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 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 students 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 signed, formal withdrawal form available at the front office. Failing to attend classes at IBA is not considered a withdrawal from the program or classes. 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. Withdrawal from IBA requires a 1 month notice and will be effective 1 month from the date reflected in the signed withdrawal form. Tuition payments remain due until the effective date of withdrawal.

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.

Private Lessons

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 for up to hours of each private.

I've read the above and agree.

Inclement Weather

Inclement 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.

I've read the above and agree.

Schedule Changes Due to COVID-19/Attendance Policy

Should IBA have to discontinue in person classes due to government mandates or health and safety guidelines established by the CDC, WHO and NC Dept. of Health and Human Services, IBA will transition to online classes by ZOOM or other online portal until such time as in person classes can be resumed.

If online classes must be continued for more than 1 month, tuition will be adjusted to reflect the ZOOM tuition schedule. Families who have paid for the trimester or for the year in full will have a credit applied to their account either for another trimester in the 2020-21 year or for the IBA Summer 2021 program.

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.

I've read the above and agree.

Tuition Policies/Payment Plans

Upon registration, the registration fee (s) will be charged to the account on file. The first tuition payment is also due.

Client understands and agrees that IBA will hold your student(s) spot during this time. In the event the the Client cancels the session or fails to attend the session on the Session Date, for any reason, IBA 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 IBA as liquidated damages and not as a penalty. Client and IBA agree that such amount is reasonable.

IBA's yearly schedule is divided into 3 trimesters. Each trimester includes between 10-12 weeks of classes:

1st Trimester: August 31-November 20, 2020

2nd Trimester: November 23-February 26, 2021

3rd Trimester: March 1-May 28, 2021

There will be a \$35 annual registration fee for first child. Subsequent children enrolled have an annual registration fee of \$25 for second child and \$20 for all subsequent children.

Siblings receive a 10% tuition discount. This discount, however, cannot be combined with the 5% annual payment discount.

IBA Families are given the following 4 payment options:

1. Complete annual payment up front: annual payments received by August 31, 2020 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 31, 2020.

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 23, 2020 for the 2nd trimester and by March 1, 2021 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 5 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 Payments (8 payments for 9 months)

Payment for the first AND last month (May 2021) is due upon registration.

Subsequent payments are due by the 1st of each month October-April, 2021.

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 on file.

If your credit card on file does not go through, a \$15 late fee will be posted to your account and you will have 5

business days to update your information and pay in full.

NOTE: IF PAYING BY CASH OR CHECK YOU MUST CONTACT IBA AT 919-303-7200 OR OFFICE@IBACARY.COM TO MAKE ARRANGEMENTS TO COME INTO THE OFFICE.

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.

IBA 2020-21 tuition rates are available online and at the front office.

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.

I've read the above and agree.

Health and Safety Protocols

Parent/Guardian hereby acknowledges receipt of and accepts the IBA Health and Safety Protocols for the 2020-21 year. Parent/Guardian has read and understand the IBA 2020-21 Health and Safety Guidelines.

Parent/Guardian understands the risk involved in student participation, and agrees to follow all rules and guidelines recommended by the Centers for Disease Control and Prevention, the NC Department of Health and Human Services, and International Ballet Academy. If Parent/Guardian or Students chooses to violate policies set forth in the IBA 2020-21 Health and Safety Protocols, Parent/Guardian understands that Student may be removed from the program. If Student is removed from the program due to violations of any of these policies, Parent/Guardian further understand that all tuition payments are non-refundable.

I've read the above and agree.

Electronic Signatures

Jackrabbit Program abides by the Electronic Signatures Act signed in 2000 which considers online submissions binding. Parent/Guardian consents to the use of electronic signatures and agrees that the online enrollment form is legally binding subject to the Uniform Electronic Transactions Act.

I've read the above and agree.