

# Ballet Lubbock School Policies

## TUITION

### TUITION

Our tuition fees are an **annual** amount, **billed in 8 installments on the 15<sup>th</sup> of the month, September through April.**

We understand circumstances may require you to set up a different pay schedule, please contact our Business Manager should you require assistance in this manner.

Tuition is not based on a monthly fee.

- Payment may be made by cash, check or credit card.
- Autopayments may be set up using a credit card or bank account. Please be aware, if your credit card or bank account information changes, it will need to be updated on your Ballet Lubbock account.
- Tuition is not prorated. Students are allowed to withdraw from classes at anytime, but we must receive notification by the 5<sup>th</sup> of the month in order for you to not be charged the next installment.
- Tuition can be paid in full or in advance at any time.

### FEES

There is a one-time new student registration fee of \$25. There are NO OTHER FEES, such as costume fees, associated with Ballet Lubbock.

### LATE PAYMENT POLICIES

There is a \$15 late fee for all payments made after the 15<sup>th</sup> of the month. We recommend setting up autopayments to avoid late fees. Outstanding tuition may result in your student being removed from class, a performance, and/or the School Performance.

### RETURNED CHECKS

Any check returned to Ballet Lubbock's bank for insufficient funds goes automatically to InstaChek which charges a fee for repayment. This fee will be passed on to the writer of the check..

### WITHDRAWING

Please immediately notify Ballet Lubbock in writing if you plan to remove your student from our school. In order to not be charged for the month, notification must be given by the 5<sup>th</sup> of that month. This ensures that your account will be closed properly, autodrafts stopped, and that your student is removed from the roll sheets. Ballet Lubbock is not responsible for fees incurred due to failure of withdrawal notification.

If you have any questions please contact us:

Ballet Lubbock  
Phone: 806-785-3090  
Fax: 806-785-3309  
info@balletlubbock.org

# Ballet Lubbock School Policies

## ATTENDANCE

Attendance is critical to consistent progress and advancement in the School. Students who are injured are expected to observe classes and take notes. Poor attendance (for any reason) may jeopardize a student's placement, participation in productions, promotion or Financial Aid.

Three (3) absences per year may be made up within the month of the absence by emailing [attendance@balletlubbock.org](mailto:attendance@balletlubbock.org).

Classes are made up by attending another section of your level, or if your level does not have another section, attending a class from the level below.

If your child is injured and will miss a prolonged series of classes, we ask that you provide us with an applicable doctor's note.

## ATTENDANCE POLICY FOR PERFORMANCE REHEARSALS AND PRODUCTION

### ATTENDANCE

Consistent and punctual attendance at rehearsals and performances is required.

Any conflict due to a graded, school-mandated requirement needs to be discussed with the Artistic Director as soon as the conflict becomes known to the student. No other scheduling conflict is permitted.

### ABSENCES

If a student must miss a rehearsal due to illness or family emergency, it is the responsibility of the parent/guardian to notify the Artistic Director in writing via e-mail ([yvonne@balletlubbock.org](mailto:yvonne@balletlubbock.org)) prior to the rehearsal or performance.

An unreported absence is a breach of the production contract, and the dancer may not be allowed to participate in the production.

If you have any questions please contact us:

Ballet Lubbock  
Phone: 806-785-3090  
Fax: 806-785-3309  
[info@balletlubbock.org](mailto:info@balletlubbock.org)

# Ballet Lubbock School Policies

## CLASS INFORMATION

### ENROLLMENT

Enrollment for the fall semester ends on the Monday following Labor Day.

Enrollment for the spring semester ends on the last business day of January.

Enrollment for the school year is based on the dancer's age as of September 1 of that school year.

Enrollment for the summer session is based, for new dancers, on the dancer's age as of May 1 prior to that summer.

### CLASS OBSERVATION

Weekly classes are not open to observation. This allows students to focus completely on their teacher's instruction without distraction. **Observation day is the last class of each month**, when we open the studio blinds.

### CLASS CANCELLATIONS, SCHOOL PERFORMANCE

After a period of two (2) weeks into either the fall or spring semesters, any class with enrollment of four (4) or fewer students can be canceled. If for any reason, a class enrolling four (4) or fewer students is not canceled altogether, then it is at the full discretion of the Artistic Director whether that class will participate in performances, including the School Performance.

### SCHEDULE

Ballet Lubbock's Calendar can be found on the Ballet Lubbock website. Ballet Lubbock has the discretion to cancel classes due to inclement weather. In such instances, the Ballet Lubbock staff will notify parents as soon as possible using the contact information you provide. E-mail is the primary form of communication.

### CLASS BEHAVIOR POLICY

Students are expected to respect their instructors and peers, and behave appropriately in class. Parent/guardian communication will be prioritized as behavior issues are addressed, and may extend to written notices. In extenuating circumstances where behavior issues still do not improve, your student may be dismissed from class for the duration of the semester or school year.

### PROGRESS REPORTS AND LEVEL ADVANCEMENT

Progress reports and parent/student conferences are used to communicate a student's development and level placement for the following school year. All students receive progress reports, and the reports should be read as a summary of the growth made over the past term. Students may be advanced according to progress and ability at the discretion of the Artistic Director.

#### **Creative Movement through Level 2:**

Students will receive a progress report in December and a progress report in April that states level placement for the following school year.

#### **Level 3 through Company:**

Students will receive a progress report in December and participate in a parent/student conference in April to discuss the past term's progress, and placement for the following school year. Both Parent/Guardian and student must be present for the conference with the Artistic Director and Ballet Mistress.

If you have any questions please contact us:

Ballet Lubbock  
Phone: 806-785-3090  
Fax: 806-785-3309  
info@balletlubbock.org

# Ballet Lubbock School Policies

## PERMISSION TO TREAT

I, the undersigned parent, hereby grant Ballet Lubbock the authority to obtain medical treatment for students enrolled in Ballet Lubbock classes.

Ballet Lubbock shall have the authorization to:

- Obtain medical treatment and procedures for the child(ren) as may be appropriate in emergency circumstances, including treatment by physicians, hospital and clinic personnel, and other appropriate health care providers.
- Obtain routine medical treatment from appropriate health care providers if symptoms of illness occur (e.g., fever, coughing, irregular breathing, unusual rashes, swallowing problems, etc.).

The grant of temporary authority shall begin on date of registration and remain effective until terminated by the undersigned.

In case of an emergency, the care provider(s) should first try to contact the parent(s). If the parent(s) cannot be reached, the care provider should then contact the emergency contacts provided during registration.

## WAIVER OF LIABILITY

Ballet Lubbock strives to provide the safest possible instructional methods and facilities for your student. However, ballet is a very physical activity. As such, there is always the possibility of an injury. Because of this fact, we require that you release Ballet Lubbock and its staff from any liability for any injury your student may incur while

- 1) at the Ballet Lubbock Studio
- 2) at any Ballet Lubbock event outside of the Studio
- 3) during a class, rehearsal or performance sponsored or arranged by Ballet Lubbock.

By enrolling at Ballet Lubbock, you agree to waive liability.

## MEDIA WAIVER

By enrolling at Ballet Lubbock, I give permission for the enrolled person(s) name and image to be used in Ballet Lubbock promotions. I understand I may contact the office in writing to deny the use of the enrolled person(s) image and name.

# Ballet Lubbock School Policies

## Ballet Lubbock Scholarship Guidelines

Ballet Lubbock is pleased to offer competitive scholarship opportunities to students who wish to pursue dance education. The number and amount of each scholarship is determined by both the number of applicants and the amount of funds available. Scholarship awards are not guaranteed to be the same as awards made in previous years. Applicants agree to the guidelines set forth below:

- Applications must be received by the stated deadline. Late applications will not be considered by the Scholarship Committee.
- Scholarships awards are for both artistic merit AND financial need.
- Financial need is determined based on the supporting documents provided by you. Please submit the first page of your most recent tax return available. If a tax return is not available, please contact the office.
- Financial information **IS NOT** necessary if you are not requesting financial need consideration.
- Student Artistic Merit is decided solely by Ballet Lubbock's Artistic Director.
- Applications will be reviewed by the Ballet Lubbock Board of Directors' Scholarship Committee. All decisions are final. There will be no reconsideration of awards determined by the Scholarship Committee.
- All scholarships are awarded on a year-to-year basis. In other words, even if you have received a scholarship in years past, you must reapply this year.
- Students in **any level** may apply for school tuition and Ballet Lubbock Sumer Workshop scholarships.
- External Summer Workshop Scholarships prioritize advanced students.
- Scholarships apply to tuition only. Scholarships do **not** include private lessons, master classes, or any expense outside of school tuition.
- Students who are not returning to Ballet Lubbock in the proceeding fall semester, may be declined summer workshop scholarship awards.
- Submission of a scholarship application is considered as unconditional acceptance of all the policies set forth in this document.
- No exceptions will be made to any of the policies stated above.

# Ballet Lubbock School Policies

## ADDITIONAL INFORMATION

### FOOD/BEVERAGE POLICY

Only bottled water is allowed in the Ballet Lubbock School. Please provide your child with a suitable bottle for water. A reverse osmosis water system is available at the studio. Food and other beverages are only permitted in designated areas at the discretion of instructors. **Ballet Lubbock is a peanut free zone.**

### ANNOUNCEMENTS

Announcements and scheduling changes are made by e-mail and on bulletin boards throughout the school. Updates are also available on the Ballet Lubbock website at [www.balletlubbock.org](http://www.balletlubbock.org). It is your responsibility as parent/guardian to check in for pertinent news and information.

### PARKING AND PICK-UP GUIDELINES

**Do not park on or in front of the school entrance or sidewalks.** Parents must park and escort their student(s) to class. Students of all levels must wait inside the Ballet Lubbock School to be picked up. Students are not permitted to wait outdoors for transportation. All children are prohibited from playing in the parking lot of the School.

### PERSONAL BELONGINGS

It is the responsibility of the student to collect all personal belongings from the building before departing. Under no circumstance will Ballet Lubbock be held liable for misplaced or stolen personal property. You are urged to check the corridor, lobby, and restroom for personal belongings each time you leave the School.

### COMMUNICATION POLICY

Ballet Lubbock is a community that resolves conflict through respectful dialogue and a spirit of compromise. Our community includes students, parents, instructors, staff, volunteers, contract personnel, and others who contribute to the successful continuity of Ballet Lubbock programs. Should any member of the Ballet Lubbock community demonstrate hostility or intimidation to any other member of the Ballet Lubbock community in any form (verbal, written, physical, etc.), then the offending individual can be dismissed permanently from Ballet Lubbock's School and/or programs without discussion or debate.

If you have any questions please contact us:

Ballet Lubbock  
Phone: 806-785-3090  
Fax: 806-785-3309  
[info@balletlubbock.org](mailto:info@balletlubbock.org)