



## Policies and Procedures, 2009-2010

**Mission:** Columbia Ballet School is committed to helping students develop technical skills, artistry, discipline, self-confidence, and respect for themselves and others. While these qualities are the basis for dance education, they also are critical to the development of the student as a person. Our ultimate goal is to support the development of healthy and happy people, and we do this through a partnership with the students and their parents.

All of the policies and procedures we have developed are intended to support our mission by creating a stable and consistent environment. Students are assigned classes based upon their experience and their maturity. We encourage discussion with parents about a student's development as an artist, but instructors reserve the right to place a student or move a student among class offerings. Generally speaking, 10 students are needed per class. A class may be cancelled because of limited enrollment, or classes may be split or combined if necessary.

**Registration:** Students register for one year, culminating with a performance. The registration fee (\$60 per student if paid by Aug. 14, or \$65 thereafter) is due along with one month's tuition prior to the beginning of fall classes on Aug. 24, 2009. The registration fee is non-refundable and holds the student's place in class.

**Tuition payments:** Tuition is based on 36 classes. It is due by the first day of every month. Invoices are sent by electronic mail when a valid email address is provided. Invoices are not mailed. Tuition is not prorated for classes missed; students may make up missed classes by attending a comparable class. (See section on Missed Classes.) Months with holidays (November, December and Spring Break) require a full month's tuition payment.

Accounts must be paid in full by the 10<sup>th</sup> of each month or a \$30 late fee will be added. The returned check fee is \$39 per incident. The studio reserves the right to add a service charge to overdue accounts. Clients are liable for any collection fees and legal fees associated with collections.

**Withdrawal:** A student may withdraw from class with a **written** notice given at least two weeks prior to withdrawal. You will be responsible for full monthly tuition if written notice is not given. The studio may terminate any student's enrollment at any time.

**Class Attire:** Students should dress appropriately for class. If you have questions, please consult the dress code available in the front office.

**Behavior:** Students are expected to behave properly in class and during performance situations. Students may be asked to leave class or be removed from performance if behavior is inappropriate.

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**Missed classes:** No refunds are given for missed classes. Students may make up classes at the same or a comparable level. If a student is unsure about an appropriate make-up class, the teacher will choose a class. Classes cancelled because of weather emergencies will not be made up. Please consult the CBS schedule included as part of this document. Students who miss classes during rehearsals for recital or other performances may have reduced roles or may be asked not to participate in recital pieces, based on the teacher's discretion.

**End-of-year concert:** CBS's end-of-year recital is the culmination of a year's work between the teacher and artist. Students perform separately for each class in which they are enrolled. We strongly believe that the preparation for this performance – and the performance itself – is an integral part of our performing arts. Please consult the schedule for the projected recital date. Confirmation of that date is expected in January. All conflicts, excluding emergencies, must be expressed by Feb. 1.

Recital fees can be paid one of two ways. Either they can be paid in a lump sum at registration or they will be collected as part of monthly fees October through January and will be paid in full by Feb. 1. These fees are not refundable after Feb. 1. Deposits for costumes (\$50 per class) will be due on Oct. 1, 2009, and also are non-refundable after Feb. 1.

Concert fees are as follows:

Pre and Primary Students	\$100 at registration, or four installments of \$25
All others	\$125 at registration, or four installments of \$31.25

### Calendar

#### 2009

Aug. 17-21	Studio closed
Aug. 24	Fall schedule begins
Sept. 7	Closed for Labor Day
Nov. 23-24	Bring a friend to class days
Nov. 25-27	Thanksgiving holidays
Dec. 21-Jan. 3	Winter holidays (Classes resume Jan. 4)

#### 2010

Jan. 18	Closed to celebrate Martin Luther King's birthday
April 5-9	Spring break
May 31	Closed to celebrate Memorial Day
June 5-6	End-of-year concert
June 14	Classes resume