

VBTS Policies—Academic Year 2009—2010

Registration forms may be dropped off at VBTS in Essex, mailed or faxed. Please fill out a separate form for each student registering. Incomplete registration/agreement forms will not be processed. Spaces will be filled in the order completed forms are received.

Academic Year Tuition Enrollment is for the full academic year. Tuition is divided into 10 installments from Sept. through June. Installments may be paid by check. Full year tuition payments may be paid by Discover, Visa, MC or check. Registration fee and first month tuition must be paid before student is considered enrolled. There is a 5% discount per installment for additional family members.

Late Fee, Returned Check Fee and Invalid Credit Card Fee There is a \$10.00 fee for all late payments (after the 10th of the month) and a \$25.00 fee for all returned checks. There is a \$10.00 service charge for invalid or expired credit cards.

First Class Returning students will be conditionally placed in a class based on the previous academic year. The teacher has the right to reassign the student's class following an evaluation of the student's first lesson.

Class Changes No class changes can be made without approval from the teacher and administrative staff at VBTS. There is no fee for one class change. Any further changes will be assessed a \$25.00 fee per change.

Tardiness It is important to warm up muscles carefully to ensure safety. Latecomers miss this opportunity and disrupt the flow of the classroom. Students more than 10 minutes late may be asked by their teacher to sit down and observe.

Injury or Loss of Property As with any physical activity, ballet may pose risk of physical injury. Valuables should not be left unattended in the dressing rooms or rest rooms. VBTS cannot be responsible for personal injury or loss of property.

Registration Fee \$25.00 non-refundable registration fee must accompany this form. The registration fee covers all classes from September 2009 through June 2010. \$40.00 family maximum.

Tuition Refunds Full refund is granted if enrollment is canceled prior to the first class. Students may withdraw up to the third class—one month tuition will be due. There are no refunds on Academic Year Tuition after the third class. Full monthly payments are required at this point. Refund requests must be received in writing.

Performance & Costume Fees Spring Performance fee is \$25.00. and the costume fee is between \$50.00 and \$60.00 (depending on the student's level). Non-company members performing in the Nutcracker pay a \$25.00 performance fee and \$20.00 costume fee.

Placement Class New students to VBTS will be required to take a placement class to determine the student's level. All placement classes are \$20.00. The evaluating teacher will then assign the student to the appropriate class.

Absences Consistent attendance is essential for a dancer's development. Students with irregular attendance may be dismissed from class or moved to another class. Students have two weeks to schedule make-up classes for any absences that occur.

Dress Code Boys wear white t-shirts, black tights, black support belt, white socks and white or black ballet shoes. Girls wear pink tights, pink ballet shoes in leather or canvas, and leotard (no underwear, please). Girls' hair must be secured in a bun or French twist.

Photography and Videography Registering at VBTS grants us the right to photograph or film you and/or your child. These materials will be used in any marketing promotions VBTS deems fit.

Updated Information is available on our website: www.vbts.org

Office Hours Please call to schedule an appointment to meet with VBTS Faculty and Staff. Administrative office hours are Monday—Friday, 10:00 am—1:00 pm.