



## 2021-2022 Policies and Procedures

BalletNova Center for Dance, Inc. ("BalletNova") expects every adult student and parent or guardian of a minor student (the "responsible party") to read and agree to the studio's policies prior to enrolling.

Your signed enrollment form is verification and confirmation that you: (1) agree to BalletNova's policies; (2) understand that the nature of dance instruction sometimes requires physical correction of the alignment of the dancer's body; (3) realize there is always a risk of accident or injury inherent in any physical activity, including a dance program, and, in the event of injury, authorize BalletNova to obtain emergency treatment on such adult student's or minor student's behalf; (4) release BalletNova, its officers, directors, and employees from all liabilities for injuries or property loss or damage arising out of participation in BalletNova's programs; and (6) agree to allow photos and videos of you/your child to be used for BalletNova's promotional materials.

### REFUNDS

BalletNova is a 501(c)(3) nonprofit organization and cannot provide refunds; therefore, unless BalletNova cancels a class or workshop, **tuition is not refundable**. If a student decides to voluntarily drop out of a class, they or the student's parent/guardian are still responsible for the full tuition.

If BalletNova cancels a class or workshop, you have the option to (1) receive a refund; (2) receive a credit on your account that can be applied towards tuition within a certain time period; or (3) make a tax-deductible contribution for the amount.

Only documented medical circumstances that prohibit a student from taking class will be considered for the application of a medical credit towards the next semester. For more information on requesting a medical credit, please see the "Injury and Illness" section below.

Household credits are not transferable to other households; credits must be used within the same household. **Unused credits will expire at the end of the fiscal year (June 30th)**. (Credits from spring classes will expire at the end of the calendar year.)

BalletNova has a minimum student requirement to hold a class. If fewer than the minimum number of students required to hold a class is not met on a particular date/time, the options for the student(s) are to (1) take a 30-minute private lesson (normally a \$45 value) during the scheduled class time or (2) make-up the class on another day before the end of the semester. BalletNova reserves the right to cancel a class for the remainder of the semester due to low enrollment or attendance.

### ENROLLMENT

Enrollment for classes is on a first-come, first-served basis. Subject to availability, new students are accepted throughout the semester on a prorated basis. Currently enrolled students have priority enrollment benefits, meaning they have the opportunity to register for classes (exception: summer workshops) in advance of the general public. Class sizes are limited; register early to ensure desired class date/time.

- Enrichment Program: Tuition is based on a 19-20-week session, enrollment is required every session (e.g., if you register for the fall semester, you will need to re-enroll for the spring semester).
- Pre-Professional Program: Classes operate on an academic year schedule (September to June), registration is required every academic year.
- Adult Division: Adult classes are drop-in only.

You may submit enrollment forms in person or via email to [info@balletnova.org](mailto:info@balletnova.org). Please note that enrollment forms are accepted and processed only after payment is made.

### TUITION

Tuition may be paid (1) in full or (2) in monthly installments, with the first payment due upon registration.

*Note: Installment programs may accrue additional fees.*

Students or their parents/guardians are responsible for any additional costs resulting from switching to a higher-tuition class. No refunds are provided when students switch to a lower-tuition class.

### PAYMENTS

BalletNova accepts cash, checks, and credit cards (American Express, Visa, MasterCard, Discover) online, by mail (BalletNova Center for Dance, 3443 Carlin Springs Road, Falls Church, VA 22205), or at the front desk. Enrollment forms are accepted and processed only after payment is made.

ALL payments must be paid in full by the end of the semester or academic year, whichever is applicable.

There is a \$25 fee for all returned checks, returned payments, and declined credit card charges.

### FINANCIAL AID

A limited amount of financial aid is available to families who demonstrate need. To be considered for financial aid, please submit a [Financial Aid Request Form](#), along with your most recent 1040 tax form. Financial aid is not guaranteed. Financial aid recipients (student and/or parents) are asked to volunteer a minimum number of 10 hours per semester. Financial aid recipients must demonstrate consistent dedication to their training, have excellent attendance, and be ambassadors for BalletNova in their communities.

### FEES

The following fees apply to the Adult Division only:

- Single class (i.e., walk-in class, trial class): \$20/class
- Alumni rate: \$15/class. Note: must have studied at BalletNova at the Conservatory Division level for two years to qualify.
- 5-Class PASS: \$95 (\$19.00/class)
- 10-Class PASS: \$175 (\$17.50/class)

## DISCOUNTS

- Family/Multiple Class Discount:
  - One or more family members in a single family enroll in two or more Enrichment program classes in a single session; equivalent of \$20 off each class.
  - Sibling of a student currently enrolled in the Pre-Professional program may receive up to \$20 off a full semester class in the Enrichment program.
  - Student currently enrolled in the Pre-Professional program is eligible for 50% off classes in the Enrichment program.
  - These discounts will not be applied automatically at the time of registration; contact the front desk for assistance.
- Senior Discount: Students age 65+ are eligible for a 10% discount off adult classes (including pass cards).
- Military Discount: 10% off tuition (including pass cards); must show valid military ID.

*Restrictions may apply; discounts may not be combined.*

## ATTENDANCE/PUNCTUALITY

If a registered student will be absent, please call or email the studio to excuse the student. Students may make-up classes (see "Make-up Classes" section below for more information).

Missing warm-up exercises can contribute to injury. Permitting latecomers into class is also disruptive to the teacher and other students.

**Therefore, students who are more than 10 minutes late will not be permitted to take class.** Students who arrive more than 10 minutes after the start of class will have the option of observing class or taking an alternative/make-up class.

## CLASSROOM ETIQUETTE

Students are expected to listen closely to the teacher and not speak unless asked a question. Students are not to leave their class or interrupt any class in session. Should a student need to be excused, they must obtain permission from the teacher before leaving.

Dancers are required to show respect and courtesy for all students, teachers, and staff members. Behavior that is disruptive, improper, and/or jeopardizes the safety of the dancer(s) will not be tolerated. This includes, but is not limited to, bullying, negative or derogatory comments, and overblown egos. At BalletNova, we all support and encourage each other.

## STUDIO ETIQUETTE FOR PARENTS

To minimize the distraction of our students while in class, we ask parents to observe the following:

- Observe class only when invited (e.g., parent observation classes)
- Do not enter the studio wing
- Remain in designated areas when waiting for your child's class to finish
- If your child needs to be pulled out of class for any reason, ask a staff member for assistance

## INJURY AND ILLNESS

Students should always communicate directly with their instructor if an injury is preventing them fully participating in class. Parents may also send in a note with the student.

Should a serious injury or serious illness prevent a student from participating in class for an extended period of time, please notify BalletNova immediately, preferably by emailing [info@BalletNova.org](mailto:info@BalletNova.org). To be considered for a medical credit, submit a detailed doctor's note describing the student's injury or illness, the length of time the student is required to miss class, and, if applicable, the student's rehabilitation schedule. If approved, the medical credit will begin on the date you notified BalletNova and may be applied toward the student's next semester.

Once the student returns to dancing, full- or part-time, tuition is due in full.

## MAKE-UP CLASSES

Make-up classes are non-transferrable (e.g., make-up classes are not available among family members) and must be taken within the same semester as the missed class.

Enrichment/Pre-Professional Programs: Dancers can take a make-up class in an equivalent or lower level class. Make-ups cannot be taken during observation classes in January and June (contact the studio for schedule information).

## INCLEMENT WEATHER NOTIFICATION AND PROCEDURES

When making a decision to stay open or closed during inclement weather, BalletNova takes many factors into consideration including current conditions, weather forecasts, road conditions, and area school and government closings. As soon as a decision is made to close or cancel classes, an announcement will be made via our website, email, and/or social media outlets. To ease the volume of calls during times of inclement weather, please check our website ([www.BalletNova.org](http://www.BalletNova.org)), Facebook, and/or Twitter before calling the studio.

The safety of our faculty, staff and dancers is always our number one priority. If at any time, you feel you are unable to make it to BalletNova's facilities for class, we ask that you stay at home. Make up classes will not be offered in the case of inclement weather.