



Registration Information and Policies

Dress Code (Core and Young Children programs only)

- All students are required to wear the mandatory uniform for each class and level including appropriate hair style.

Payment method options:

1. Check/Cash/Money Order made payable to **Ballet RI** prior to the start of each session. You will incur a \$30 fee for any check deposited with insufficient funds.
2. Pay Online:
Payment in full.
3. Establish a payment plan:
First payment at time of registration or 2 weeks before next session.
Second payment will automatically be charged the 4th week of the session.
Third payment will automatically be charged the 8th week of the session.

Payment Policies:

- The \$50 Registration Fee is non-refundable and is due with the first session payment.
- **All late tuition payments will be charged 5% of the session tuition.**
- **Students will not be allowed into class if accounts are not paid in full or if an Automatic Credit/Debit Card payment plan has not been established.**

Class Change Policies:

- All class changes must be made within the first week of each session and must be submitted to the Front Desk on an Add/Drop form. Fees will apply to changes made after the first week.

Withdrawal Policies:

- Registration fees are non-refundable regardless of withdrawal circumstances.
- Withdrawals - If a student withdraws within the first week of the session, 92% of the tuition will be refunded. If a student withdraws within the second week of the session, 75% of the tuition will be refunded. If a student withdraws within the third week of the session, 50% of the tuition will be refunded. No refund or credit will be issued after the third week of the session. Withdrawal and refund requests must be dated and submitted in writing for a refund to apply. Refunds require 30 to 40 days to process.
- Medical Withdrawals – Withdrawals during any session due to medical reasons **may** constitute a refund or credit. Notification of withdrawal must be done in writing accompanied by documentation in the form of a letter from the attending physician outlining the medical reason(s) for the withdrawal. The School Director must receive all documents within 7 days of the injury. BALLET RI has the right to request medical confirmation from our medical consultants regarding said injury. Refund decisions are made on a case-by-case basis.
- Non-Continuing: Students not returning to our program after completing a full session must submit an Add/Drop form otherwise, an invoice will be sent for the upcoming session.

Agreement Statement:

I have read and accept all the above payment and withdrawal policies.

Signature

_____/_____/_____
Date