**PLEASE RETAIN FOR YOUR RECORDS**

**Student Dismissal Procedures**

At Ballet Spartanburg, we always strive to look out for the best interests of our students. To this end, we want to remind you that the Chapman Cultural Center is a public building, as are the parking lots. The children are with our instructors while dancing in the studios. Once class concludes, instructors are not able to monitor children who are not picked up on time. In an effort to maintain the safety of our students, please find below the policies and procedure for drop off and pick up of all Center for Dance for Education students.

* Students under the age of 12 are to be walked in and picked up from the Ballet Spartanburg assigned studio and are not to wait outside.
* The lobby doors on the parking lot side will be locked to ensure safety for all students. Students/parents should use the plaza doorway.
* Students taking classes after 5PM are not to use the end of the hallway exit. All students are to use the plaza door exit.
* It is the responsibility of parents/caregivers to pick up students on time. Failure to pick up students on time or within 5 minutes after of dismissal interrupts a teacher’s schedule. Teachers will keep track of the timeliness of pick up and failure to adhere to this policy will result in a meeting with the Executive Director and possible further action.
* Students ages 2-6 will have a parent/caregiver 18 years of age or older on the premise while a child is taking classes in case bathroom assistance is needed. Teachers will not leave the studio to take students to the bathroom.

**Missed Classes**

**There will be no tuition adjustments made for missed classes. Missed classes may be made up in another class of the same or lower level. Tuition is based on the annual program and broken into payments for your convenience. It is not based on how many classes per month are taken. If a student is going to miss a class we request that you call or email our office.**

**Dropping/Adding a Class**

* **A written or email notice must be given to the Ballet Spartanburg office.**
* The office must be informed of the drop or added class prior to the next tuition payment becoming due.
* Payee is responsible for tuition payments until written notification is received of a student dropping a class and will be effective the following month.
* **Please be sure you notify the office, not your dancer’s instructor. The office will inform the instructors.**

**Withdrawal from Ballet Spartanburg**

* Official withdrawal must be made in writing via the **Class Withdrawal Form** or email.
* Payee is responsible for the payment of tuition until an official withdrawal is made.
* **Withdrawal will be effective the following month.**

**Tuition Payment Options**

* **Paid in full:** Tuition may be paid in full. (10% discount, tuition only, if paid in full by August 21, 2020)
* **Semi-annual:** Two Installments per year. (5% discount, tuition only, if paid by due dates) 1st installment is due by August 21, 2020. The 2nd Installment is due by January 4, 2021.
* **Monthly Auto-draft:** Tuition payments can be automatically deducted monthly from a credit or debit card provided. **Tuition is based on the annual program and broken into payments for your convenience. It is not based on how many classes per month are taken.** Payments will be deducted during the 1st week of each month starting September 1, 2020.
* **Monthly Payments:** 9 monthly installments beginning September 1, 2020. Payments are due on the first of each month and can be paid with check, cash, or credit card. The payment can be paid online via the emailed invoice, placed in the secure drop box located outside the office door, or in the office. **Tuition is based on the annual program and broken into payments for your convenience. It is not based on how many classes per month are taken.**
* **There will be a $20 late fee for payments received after the 10th of each month.**
* **There is a $30 fee for a returned check.**
* **Tuition does not include registration fees, production fees, or recital fee.**

**Overdue Accounts**

Dancers will not be allowed to take any classes if payment is two months overdue and parent has not contacted accountant or Executive Director about payment.  After two invoices have been emailed and we have tried to contact, an email will be sent that students can return to class after payment is made. Payment options can be discussed with Executive Director if needed. The Center for Dance Education relies on our tuition fees to operate the school efficiently, so that the students receive top quality dance education. We appreciate your timely payments, your business and cooperation.

**200 East Saint John Street | Spartanburg, SC 29306 | 864-583-0339 balletspartanburg.org**