

Prima Ballet School & Company

931 Whitlock Ave. Suite 2

Marietta, GA 30064

(770) 590-8382

www.primaballet.com

Policies & Information 2009-2010

Tuition:

1. **Tuition is due on the LAST class of the month for the following month.** [Please note **August tuition is due on the first class of the month** (the beginning of the new season), and September tuition will be due during the last week of August, and so on.]
2. You will not receive a bill; however your account statement will be inside your account envelope with current charges due each month. Please place your payment in the tuition slot at reception desk. You may take your account statement as your receipt. **Cash or Check only.**
3. There is no refund for missed classes. Classes may be made up with a private lesson at an additional charge. A student may withdraw from any class by giving written notice 30 days in advance. Failure to provide written notice will result in charges due for the next month.
4. A **\$20.00 late fee will be added on the 1st of each month.** If the student is absent; or the last class of the month (tuition day) falls on a holiday; or if the studio is closed due to inclement weather; or if class is rescheduled or cancelled on a tuition day; tuition must still be turned in before the 1st. Tuition can be slipped under the front door on days that the office is closed. If tuition is not paid by the 5th of the month, that student will be asked to stay out of class until tuition is paid in full.
5. A **\$30.00 fee will be assessed for any returned check.** If a check is returned, you will be asked to pay with cash or money order for all remaining payments.
6. All tuition amounts and fees are available in the office, and are subject to change.
7. Arrangements may be made to pay tuition fees monthly, bi-monthly, quarterly, and annually. If paid annually, you will receive a 5% discount.
8. Discounts: A 10% discount (off total tuition) will be given to families with 2 or more students A 15% discount will be given to families with 3 or more students.. A \$25 referral fee will be applied in the form of a credit if you refer a student to Prima.
9. There are no exceptions to these rules.

Recital:

1. We will hold a Holiday Showcase in December and a Spring Recital in late May or beg. of June. Actual date and location TBD.
2. A **Holiday Showcase Fee of \$30.00** will be required for those Dancers participating. This will include 2 complimentary tickets, a t-shirt and program). This will be **collected with your October Tuition payment.**
3. A **Recital fee of \$55.00** per student will be required for each student participating in the performance. This fee will help cover the cost of theater rental, lighting, sound, etc. It will also include 2 tickets to one recital show, a program, and an award for your dancer. Extra tickets will be available for purchase. This fee will be **due with your February tuition.** NO REFUNDS. A \$15.00 late fee will be charged to any late recital fee (if paid after the 30th/31st of the month due). If a dancer withdraws from class after the recital fee has been paid, that dancer forfeits their trophy/tickets/recital fee to the studio.

Costume Fee:

1. A **costume fee (\$60 for child sizes (small/med), \$70 for large child/adult sizes)** will be required per student/per class registered for. (For example, if your child is registered for 2 classes, the costume fee due will be for 2 costumes, one per class registered for). **This fee will be due in 2 installments; half with your November tuition and half with December tuition.** NO REFUNDS. A \$15.00 late fee will be charged to any late costume fee (if paid after the 30th/31st of the month due).

General Rules:

1. No food allowed in studios. All water bottles/drinks must be kept out of the classrooms. Water breaks will be given.
2. Parents of small children, please take your child to the restroom before class begins.
3. Gum chewing is strictly prohibited in the studios.
4. No parents or friends are permitted in the classroom during class &/or rehearsal. This creates a distraction for the dancers. Special observation days will be posted for everyone to attend and observe class. The studio offers closed circuit TV observation from the waiting room for each class.
5. Please do try to arrive on time! It is a major distraction to the class when one is tardy.
6. We will follow Marietta and Cobb County school schedules. All dates are posted on our Dance Calendar and via our website. If you are uncertain about having class due to inclement weather, please visit the website, www.primaballet.com.
7. **All fees and payments are non-refundable.** There is no refund or tuition break for days the studio is closed for holidays or inclement weather. Tuition is based on a four week month, therefore months containing five weeks will compensate for this. Any and all payments, including costume fee, recital fee, etc. made prior to a student's withdrawal will not be refunded.
8. Holiday Showcase, Recital rehearsal and Recital Show dates will be announced at a later time.
9. Attendance is very important. As with academics, an absence usually causes the student to fall behind. This distracts your child as well as the rest of the class. Please try to have your child in class and on time whenever possible.

Questions & Concerns:

If you need to speak with your child's instructor please call the studio to set up an appointment, or contact Ms. Kristy with your concerns at (770) 590-8382 or via email at primaballetsch@bellsouth.net.

I have read and accept the above Policies and Procedures set forth by Prima Ballet School & Co. for the 2009-2010 dance season (August 2009-June 2010).

signature

date