



Tuition Policies:

1. Tuition is due on a trimester basis. First trimester is due upon registration, second trimester on November 21, 2011 and third trimester on February 27, 2012.
2. A late fee of \$20 will be added to payment received more than 10 days late.
3. Any returned checks will be subject to a \$25 fee.
4. There is a 5% discount if annual tuition is paid in full.
5. Payment is accepted in the form of check or cash.

Class Withdrawal:

1. A drop form must be submitted to IBA in order to withdraw a student from his/her class. A parent can withdraw his/her child from the remainder of the IBA school year anytime before or on November 21, 2011. After November 21, 2011 a student is deemed enrolled and payment is due for the remainder of the 2011-2012 IBA calendar year.
2. All costume fees are nonrefundable.

Make-up Classes:

1. Tuition payments are due regardless of absences including vacations or illness.
2. Students are welcome to make up missed classes. In order to do this, students must fill out the Make Up form provided at the front desk. Please note that there is a limit of 2 students per class that can make up on the same day. To avoid disappointment students are encouraged to call the front office PRIOR to coming in for a make up class. This policy is in place to keep the integrity of our class size limits.
3. A teacher must approve the level in which a student plans to make up his/her class PRIOR to the student coming to class.

Parent Signature

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Dance Attire:

1. *Creative Movement and Pre-Ballet:* Light pink leotard (any style), pink/salmon tights, and pink ballet shoes. Ballet skirts are permitted. Hair must be worn in a neat, secure pony tail or bun.
2. *Student Division:* Assigned class color leotard and style with pink/salmon tights. Ballet skirts and leg warmers are not allowed. No other type of “junk” is permitted. Hair must be worn in a neat, secure bun. No jewelry of any kind (except small earrings).
3. *Pre-Professional Division:* Assigned class color leotard and style with pink/salmon tights. At the discretion of the instructor, ballet skirts may be allowed for Variations and/or Partnering Class. No “junk” is permitted. No jewelry of any kind (except small earrings).
4. *Men:* Black tights, white t-shirt and black ballet shoes.
5. *Jazz Division:* Assigned class color leotard or black tank top with black jazz pants, black crop pants or black biker shorts. Tan jazz shoes. Hair must be worn in a neat, secure bun or pony tail. No jewelry of any kind (except small earrings).

Class Placement: At registration, the IBA faculty will assist you and your child in determining which level is most appropriate. During the first two weeks of class, teachers will have an opportunity to fully evaluate your child. Final class placement will not take place until September 19th, 2011. Class leotards should not be worn until after September 19th.

Attendance: Students are expected to attend their classes and to arrive on time. If a student is more than 15 minutes late for class, he/she will be invited in to watch but will not be allowed to participate. This policy is in place to prevent injury to our students.

Class Attendance at the Pre-Professional Level: Students are expected to attend all of the classes scheduled for their level. Excessive, unexcused absences prevent the student from progressing along with his/her classmates and can be grounds for changing the student’s placement.

Behavior: IBA provides a nurturing environment for students to learn from their teachers and from each other. All students at IBA are expected to be respectful to teachers, faculty, and their fellow dancers. Rude remarks and disrespectful behavior will not be tolerated and can be grounds for dismissal from class. Repeated behavior can be grounds for dismissal from the academy.

Parent Signature
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Conferences: Twice year (once in the fall and once in the spring), parents will have an opportunity to observe their child in class. Parent comments and questions are always welcome and teachers are available for parent conferences. Conferences can be arranged at the front desk. In order to keep classes running smoothly, on time and to protect your child's privacy, please adhere to this policy.

Inclement Weather: International Ballet Academy does not follow the Wake County Public School system regarding weather-related closings. Please call the academy at (919) 303-7200 or visit our website at www.ibacary.com for weather related updates.

Waiver: By signing this form, parent/guardian waives any and all claims against International Ballet Academy and/or its staff for any liability including but not limited to personal/bodily injury, student property loss or damage occurring during class, rehearsal, performance, or activity sponsored by IBA. Student participation is voluntary and the parent/guardian acknowledges the risks of potential injury associated with the physical demands of dance training.

Parent Signature
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