

# Ballet Nevada LLC & NPA, Inc. POLICIES

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- STAY INFORMED:** we rely completely on YOU to stay up-to-date re. facility and studio activities/events/important dates. Please:
  - Keep your email & cell phone current (for texts)
  - Add our email to your address book
  - Read Emails and check website on a regular basis
  - Check the bulletin board and read signs posted in the lobby area
- All fees are non-refundable/no credits:** applies to ALL fees, including but not limited to tuition, Registration/Liability Fee, production (performance/ show/ costume) fees, workshops, master classes, auditions, tickets, rentals, etc.
- A 31-day PAID, WRITTEN notice is required** for any planned monthly absences and/or departures; written notice must be submitted to the office in person or emailed.
- Fill out "Student Drop Off & Pick-Up Authorization Form"** and keep up-to-date. Parents must pick up their child from the main studio lobby immediately after their class (late pick-up fees will incur); students may not leave studio without parent/guardian or authorized person.
- Photographing or recording performances/classes/workshops, etc., is STRICTLY PROHIBITED** unless special permission is arranged prior. This is an industry-standard rule.
- ONLY DANCE SHOES ARE ALLOWED ON DANCE FLOORS.** Absolutely no street shoes allowed on any studio floor; no exceptions.
- NO: Gum, Food or Drink in studios** (water bottles with lids are okay).
- NO NUTS are allowed** (of ANY kind).
- Mobile phones/devices must be off in studios** (allowed in lobby area only).
- Observation of classes/ Security:** a video feed from each classroom is provided to parents in the lobby. The entire facility is monitored by closed circuit video cameras 24/7.
- Registration/Liability Fee & Form:** ANY student/person using Ballet Nevada LLC/NPA, Inc. facility for ANY purpose whatsoever must pay a yearly Registration/Liability Fee and read and sign Form of same. This fee is due after 1 time use in any room/studio of our facility, including drop-in/single classes, private lessons, ongoing classes, rentals, etc.
- Students may be dropped-off for classes; however, **siblings &/or friends may NOT remain unattended.**
- Stairway:** Students/ parents/ guardians, etc., may not use stairs to observe class or store personal belongings, including water-bottles, at any time. The stairway is a fire-exit and must be kept clear.
- Lost/Stolen Items:** Ballet Nevada LLC/NPA, Inc. are not responsible for lost or stolen items at any time.
- We reserve the right to refuse service to anyone.**
- All activities on the premises are **being recorded by our CCTV Security System.** Any inappropriate or out-of-control behavior, use of profane language, rudeness, or intoxication of any kind **will not be tolerated by our company** and will result in the **immediate, permanent banning of abusive-clientele** from any and all Ballet Nevada/ NPA events, performances, entrance-to-premises, etc., with potential **law enforcement involvement** should any such situation occur or if the ban is violated.
- Make-Up Policy:** make-up classes may be taken upon office approval only and must be taken within one month (30 days); Make-up classes do NOT include a student's regularly enrolled classes; there are no deductions or pro-rating of fees for classes missed, vacations.
- Late Pick-Up Fees:** Parents picking up students late will be charged a late fee of \$1.00 per minute, per child with no cap. Late fees are payable in cash to the Office. Unpaid late pick-up fees will be billed to the student's account.

## **TUITION/FEES POLICIES:**

- ALL classes must be paid for in advance.** Monthly payments are due the 1<sup>st</sup> day of each month & considered late after the 7<sup>th</sup> day.
- LATE FEES:** A \$15 late fee will be charged after the 7<sup>th</sup> of each month; an additional \$15/week will be charged on the 14<sup>th</sup> and weekly thereafter, until account is current. Students will not be allowed to take class until all fees are paid. If not received in a timely manner, all accounts will be forwarded to collections. Likewise, account must be current before a student may perform in productions &/or receive costuming.
- All monthly class payments and other fees are made with **Automatic Billing: debit/credit card charged the 1<sup>st</sup> of each month.** Alternate methods of payment: online at balletnevada.com (service fee applies).
- ALL Students provide a current credit/debit card upon Registration and will authorize Ballet Nevada to charge this card for late payments and late fees, if incurred, as well as fees applicable to 31-day notice.
- Please notify office immediately regarding credit/debit card changes, including expiration dates, account numbers and security codes.
- Declined credit/debit card fee and return check fee: \$35.00/transaction.
- Students choose one of 2 options for the ENTIRE SEASON (Aug-July) when paying tuition: Option 1: Drop-in Rate/ Class-Cards; Option 2: Tuition has been averaged into 12 EQUAL monthly payments. Equal fees are due each month, regardless the length of the month or holidays. There are no deductions or pro-rating of fees for classes missed, vacations, etc..
- All classes require a minimum of 3-4 students; classes w/ 2 students will not be held or will be held at a higher drop-in rate.