



EL PASO  
BALLET THEATRE

**2019-2020 ENROLLMENT POLICIES**

- The Academic Year begins August 5<sup>th</sup>, 2019 and ends May 30<sup>th</sup>, 2020. Classes are paid Month to Month or by Quarters. One quarter is 3 months. Paying by quarters gives you a 5% discount. Customers also have the option to set up a monthly automatic withdrawal using a credit or debit card.
- Registration for each new academic year takes place in the beginning of August, but new students may enroll at any time during the year. A yearly registration fee of \$50, or \$75 per family (2 students or more) is due at the time of enrollment. New students who enroll during the Summer Term will pay a \$25 registration fee, and the remaining \$25 when the new Academic Year begins in August.
- All students are required to complete a new registration form for each Academic Year. The registration form must be filled out completely, legibly and signed. Registration forms are used to create our student databases and email address book.
- Students must be properly registered and **e-mail addresses are required** in order for us to provide you with information regarding schedules, class cancellations or changes, upcoming events, and general announcements.
- We also encourage parents to join the school's Remind group either by downloading the Remind App and joining the class @epbt , or by texting @epbt to the phone number 81010 .
- Payment is due at the beginning of each month. This should be no later than the first week of classes of that month. A late fee of \$10 will be charged for any payment NOT received by the 7<sup>th</sup> of the month. If any account is 15 days past due, the student may NOT take class until payment is made.
- Make-up classes are offered to students who are absent from their normal classes, only with the instructors' approval and within the same month of absence. Tuition and fees are NON-REFUNDABLE.
- Students who leave El Paso Ballet Theatre are designated "Inactive," and unless they inform us not to contact them, they will continue to receive announcements from EPBT from time to time. Students who are absent from class for two consecutive months without notifying us of their intention to return, will automatically be moved into "Inactive" status. There will be a re-registration fee for "Inactive" students planning to return to their regular classes.

**ATTENDANCE:** Regular and timely attendance is expected of all students. Those who arrive late may wait outside the door until **invited** in by the instructor. For this reason, please arrive to the studio 10-15 minutes before class begins. **All students must make sure that they sign in on their class clipboards before entering the classroom.** Instructors have the choice to accept them into class or have them observe, if they are late.

**ABSENCES:** If a student misses due to illness or an emergency, these classes may be made up within a month. The studio must be informed of these absences ahead of time in order to keep accurate records. If the studio is **NOT** informed ahead of time, the student will **NOT** be able to make-up these classes. In order to make-up a class, the parent / student will contact the studio or instructor to arrange when the student can make-up the missed class or classes.

**SCHOOL YEAR:** The studio goes along with the public school calendar as best it can. The studio will be closed on certain holidays along with the schools and this is factored into the tuition. If the studio is closed for a holiday, this is included in class instruction time and no make-ups will be given for these days. If the studio is closed due to inclement weather, it is the instructor's decision whether or not they would like to offer a make-up class. If they decide to offer a make-up class, the studio will contact the affected students through e-mail or by phone, so please make sure that all your records are up to date.

**STUDIO:** Please keep the studio clean. If the student has a bag for their clothing please place it in a cubby or in front of it. We only allow water in the studio if it is in a bottle or a cup with a lid. Please refrain from having food in the studio, except for long rehearsals.

**PAYMENT:** You have the choice to pay with debit cards, cash, check, or set up automatic withdrawal. If you pay with cash, please have the exact amount as we have no change. If no one is at the front desk, please drop your payment in the mailbox in an envelope with your name and your child's name on the front. Inside the envelope, please have a note saying for which month the payment is for, and what level your child is in.

These enrollment policies are designed to help us manage student records more efficiently and facilitate timely and effective communication with our students.

Thank you.