

Manhattan Youth Ballet
Rules and Regulations
Fall 2010/Spring 2011

Regarding Payment

- Manhattan Youth Ballet will not issue a refund under any circumstance. Please note if the tuition for the full year is paid and a student does not return for the Spring Semester, the tuition for the Spring Semester will not be refunded.
- In order to be registered for the *Fall 2010* semester, a deposit of \$300 along with a completed registration form is due by *June 30th, 2010*. This deposit is not refundable under any circumstance. Balance of the *Fall 2010* tuition is due by *August 15th, 2010* (unless a payment plan has been agreed upon). If payment is not received by *August 15th, 2010* it is possible for the student to lose their spot for the Fall Semester.
- If tuition payments are to be paid by payment plan, a signed agreement with credit card information must be returned to the Registrar by *August 15th, 2010*. All tuition payments paid by payment plan will be automatically charged to a credit card no other payment methods will be accepted.
- When tuition payments are not paid **in full** on or before the due date, a \$70.00 late fee will be applied to your account.
- All unpaid balances will incur an additional \$15.00 late fee every 30 days.
- All checks written to Manhattan Youth Ballet returned unpaid will incur a \$30.00 fee.
- Students who switch/ change classes after they have registered will incur a fee of \$70.00.
- Tuition may be withdrawn upon receiving a written request within *two weeks (10 business days)* of the beginning of the Fall Semester, ***minus a \$100.00 administrative fee and deposit.***
- Should a student become unable to attend, be dismissed for reasons determined by the directors, be excessively absent or fail to attend classes, or withdraw from the program for any reason, the student or the student's legal guardian is obligated to pay the entire tuition fee, without deduction or refund.
- Students in Level 4 and higher must enroll in **all classes** in their level for the fixed price. Under no circumstance will classes be prorated.

Regarding Attendance and Behavior

- Students **will not** be allowed to participate in class if they arrive 10 minutes after the class has begun. Students who arrive more than 10 minutes late to class must sit and observe.
- If it is necessary for a student to be absent from class the Registrar must be notified before the class in order for the absence to be considered excused. Absences will not be excused if notification was given to someone other than the Registrar or after class has occurred.
- A student with an excused absence may make up the class. Students may make up a maximum of two classes per semester. Make up classes are not transferable to another semester.
- If students are present at the studio and there is a class of their level being taught, they are required to take it or observe.
- Students must adhere to the school dress code for all classes and rehearsals. Students who do not adhere to the dress code will not be permitted to take class.
- Students are expected to behave properly and courteously at all times. Public displays of affection are discouraged and should be kept to a minimum.
- The use of cigarettes, drugs, and alcohol are strictly prohibited in and around the premises of MMAC.
- Eating or drinking (except water) is forbidden in the studios. Any students caught eating and/or drinking in the studios will be warned initially and, should such behavior continue, may be dismissed.
- Students are expected to help keep the studio buildings and grounds clean and neat by putting all trash in the appropriate receptacles.
- Manhattan Youth Ballet is not responsible for lost or stolen items. Students are to store their belongings neatly in the places provided for them. Items which students feel need to be kept with them are permitted to leave them against the wall in the studio in which they are taking class. Dance shoes and clothing should be marked with the student's name for easy identification.
- Manhattan Youth Ballet is not liable for personal injuries, or the well being of any students who leave the premises.
- Manhattan Youth Ballet's students are **not permitted** to take ballet classes outside of MYB without the Director's permission. Study outside of MYB without permission is grounds for expulsion.

Regarding Performances

- To be eligible to participate in Manhattan Youth Ballet performances, students are required to take, as a minimum, the recommended number of classes at their level and to have mastered the required movements for that level.
- Students chosen to be in a ballet must attend all scheduled rehearsals and be able to take part in all performances of that ballet throughout the school year. If a student knows beforehand that she/he will not be available for all performances, she/he should not accept the part. If unforeseen circumstances arise that prevent a student from keeping a rehearsal or performance commitment, she/he must inform the Registrar upon learning of such.
- All casting decisions are made by the Artistic Director and are non-negotiable.
- From time to time photographers and/or film crews will be present photographing or filming Manhattan Youth Ballet classes and/or rehearsals. Permission for resulting photographs and/or film footage that include either students or students' guardians is assumed to be granted in perpetuity by them for promotional purposes on television, magazines or any other media.
- No one is allowed to partake in any competition or outside performance without the consent of the Directors. Involvement in any competition or outside performance without the school's permission or use of Manhattan Youth Ballet's name is grounds for expulsion.

- To meet with the Director or a teacher, an appointment must be scheduled with the Registrar.

Manhattan Youth Ballet admits students of any race, color, sexual orientation, national and ethnic origin, with all rights and privileges, to programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admission policies, scholarship programs or any other school- administrated programs.

Parent's Signature _____

Date _____

Student's Signature _____

Date _____