



EL PASO
BALLET THEATRE

2021-2022 ENROLLMENT POLICIES

- The Academic Year begins August 4, 2021 and ends May 31, 2022. Classes are paid Month to Month or by Quarters. Quarters are in 3-month intervals. Paying by quarters gives you a 5%-10% discount. Due to a high rate of noncompliance, we are highly encouraging setting up monthly automatic withdrawals using a credit or debit card or paying with postdated checks.
- 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 \$75 per student or \$100 per family is due at the time of enrollment. New students who enroll during the Summer will have the registration fee waived until the beginning of the Fall Semester.
- 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** 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 @epbts, or by texting @epbts 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 7th 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 and must be made up 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 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.

One month is considered four weeks. If there are only 3 weeks in a month, tuition will not be prorated, if there are five weeks, you will not be charged for it. Prorating is only allowed during the months of June and July. Tuition has been balanced to include Spring and Winter Holiday breaks.

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

Thank you.



EL PASO BALLET THEATRE- REGISTRATION FORM

Reg. Packet

PLEASE PRINT CLEARLY
PROVIDE ALL INFORMATION REQUESTED. SIGN AND DATE.

Student's Name: _____ Date of Birth: _____ Age: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Student Phone#: _____ Parent Phone #: _____

Student Email: _____ Parent Email: _____

Parent Name(s): _____

Emergency Contact/ Relation: _____ Phone #: _____

Academic School/ District: _____ Grade: _____

STUDENT'S PREVIOUS DANCE HISTORY (For new students only)

Years of dance training: _____. Previous dance studio(s) and instructor(s): _____

How did you learn about us? Social Media Website Friend Other: _____

RELEVANT HEALTH HISTORY Please list any medical/physical conditions or injuries (e.g., asthma, allergies, scoliosis, bone fractures, etc.) that may affect vitality, strength, balance, flexibility, etc., when engaging in strenuous physical activity: _____

I understand that EPBT is not responsible for any accidents or injuries that may occur on its premises. Photographs and videos may be taken of the dancers occasionally during class, in rehearsal, or on stage. I consent to allow images of myself/my child to be used by El Paso Ballet Theatre School or its resident company El Paso Ballet Theatre for display, publicity or other purposes.

**I agree to make tuition payments on time and to pay other applicable charges by the specified deadlines. Students will be allowed to make up missed classes, but Tuition and Fees are non-refundable. I have read and understand all of the school's enrollment policies.*

ADULT STUDENT or PARENT SIGNATURE: _____ Date _____

FOR OFFICE USE ONLY (do not write in this box)

Enrolling for level _____ Classes per week _____ on days: Mon Tue Wed Thu Fri Sat

Tuition option: Monthly 1 Qtr (5% discount) 2 Qtrs (5% discount) 3 Qtrs (5% discount)

Year (10% discount, Aug. 21'-May 22' only) Auto Withdrawal Private lessons

Payments: \$ _____ Annual Registration Fee (\$75.00 & 100.00 3+families)

+ _____ Tuition (see *Tuition Schedule* to determine amount due)

Total Paid: \$ _____ Check one: Cash Check # _____ Credit Card: _____ Last 4 of CC: _____