

School Policies - Petrov Ballet School

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Students will be allowed to join a class only after full completion of the registration process. The signed registration form along with registration fee must be submitted to the school office.

General Conduct:

1. In order to maintain a courteous and professional atmosphere at the Petrov Ballet School, all students are expected to conduct themselves in a safe and responsible manner. We ask that students and parents be polite to each other as well as the school's employees and faculty.
2. All students must attend classes on a regular basis. A student who has missed classes for longer than four weeks in a row (excluding medical reasons) may be asked to transfer into a lower level class.
3. All students must arrive to their assigned classes promptly on time. If a student has a conflicting schedule, the instructor or director of the school must be informed of that during the registration process. Students arriving late to class should enter the studio, but wait for the instructor's permission to join the class.
4. Students may not leave the class without permission from the instructor.
5. All students must have a clean and neat appearance and must follow the Dress and Uniform code when coming to the school. Outside of the school's premises but while still in the building appropriate cover-ups should be worn over the class attire. Girls must have hair neatly arranged in a tight bun. It is the parent's responsibility to fix the student's hair for every class; however, the staff will be glad to provide initial assistance to the parents of first-time students. No dance shoes should be worn outside of school premises. Students wearing dance shoes in the building or outside will not be permitted to take class in the same shoes. **NO EXCEPTIONS.**
6. Food, soda, and chewing gum are not allowed in the dance studio. Water is permitted.
7. No valuables should be stored or left in the dressing rooms during a student's class. Lockers may be rented from the school office on a month-to-month basis. To maintain a healthy and sanitary environment, students may not leave dirty dance or street attire in the studio, lobby, or dressing rooms. The Petrov Ballet School is not responsible for any items lost or stolen from the school premises.
8. All students must be picked up promptly after the end of their class. We recommend that younger students be picked up from the studio premises rather than outside. Petrov Ballet School is not responsible for the student's whereabouts after the scheduled time of classes and rehearsals has ended.

Financial Policy:

1. Registration and policy forms must be signed and registration fee (\$35 for new students; \$25 for returning students) must be paid in full before students can participate in any classes. The registration fee is not refundable.
2. At least one "placement" class will be allowed, at the single-class rate, for students joining the school in mid-semester.
3. Tuition for the September–June semester can be paid in full or in installments. A 5% discount is available only when the tuition is paid in full during the school's official registration period prior to the start of classes. There is no discount if the tuition is paid in installments.
4. In case of drop out or dismissal of a student in mid-semester, the first 3 months' tuition is non-refundable. After the first 3 months, the tuition will be prorated for the classes the student has attended. Written notice must be submitted to the school's office in person or by certified mail to indicate the final date of the enrollment.
5. No make-up classes or refunds will be given for missed classes with the exception of lengthy illness.
6. In case of lengthy illness (30 class days or longer), credit will be issued* towards the student's account for the duration of such illness. (* Statement from the doctor/physician must be provided indicating dates of the illness within 2 weeks of student returning to classes.)
7. Tuition installments are due on the first day of the indicated month. A \$15 late fee will be added to the account if the payment is not completed within 15 days.
8. In case of returned (bounced) checks, a \$30 fee will be added to the student's account.
9. All the performance and costume fees are non-refundable and must be submitted to the school's office before or on the due date. **NO EXCEPTIONS.**
10. For private lessons and coaching sessions, a \$25 non-refundable deposit should be paid to the school's office at the time of scheduling.

Adequate medical insurance should be provided for the students by the parents and/or guardians. In case of medical emergency, Petrov Ballet School staff can act on behalf of guardian or parents to obtain necessary medical treatment for the student. All financial obligations arising from that treatment are the responsibility of the students, parents, and/or guardians. I have read completely, understood fully, and agree to all of the Petrov Ballet Studio conduct and financial policies.

Signature: _____ **Date:** _____