

Policies & Procedure Agreement

Regarding Payments & Fees

1. Central Virginia Ballet offers a 40-week enrollment program and tuition plans include an annual payment or 4 individual session payments.
2. **No Refunds (including performance fee, workshop fee and all)**
3. A registration fee of \$30 per person is required for all **new** students and \$25 for additional family members. Payment is due before the first class of each session. If payment is not received within 7 days of the deadline, there will be a 10% late fee.
4. There is a **\$40 returned check fee.**
5. Changes in class schedule can be made at any time in person or by phone and will be effective immediately from when they were changed.
6. To participate in recitals, studio showings, and other performances, special requirements or obligations may need to be fulfilled. Students will always be notified of these requirements and obligations.

Regarding Class Protocol/Procedures

1. **Anyone who comes 20 minutes late will not be able to participate in their scheduled class** but will observe the class and must take notes. This is to protect each dancer from injury.
2. All absences need to be emailed to Mari Mori. Make-ups for missed classes must occur within the session that the class was missed.
3. Dance shoes are to be worn only in the studio. All shoes must be properly sewn and drawstrings must be hidden within the shoes.
4. Hair must be neatly secured in a bun or pinned away from the face and off the neck.
5. Pink tights, black leotard. No T-shirts, shorts, skirts, or jewelry.
6. No food is allowed in the studio and chewing gum during class is prohibited.
7. Talking during class is not allowed unless a student has a question for the teacher pertaining to dance. We encourage students to make friends and use the time before and after class to build these relationships. Time during class should be used for learning and not socializing.
8. Dance is an art form based upon discipline and focus. Students must exhibit a positive attitude, willingness to learn, attentive, and ready to actively participate.
9. The dance instructor has the discretion to place students in any level depending on current dance capabilities and ages.
10. The use of **electronic communication devices in the studio and dressing room is prohibited**, unless when instructed by CVB instructors.

General Academy Policies

1. Keep valuables with you at all times. **CVB is not responsible for lost or stolen articles.**
2. In case of inclement weather: CVB will email you 2 hours before your class time.
3. CVB staff reserves the right to refuse anyone from taking class. Reasons may include but are not limited to repeated disregard or negligence of academy policies, delinquent payments, disruptive behavior, or any other mischievous activities that put the safety of the studio, its staff or visitors in jeopardy.
4. Parents, legal guardians, and students waive the right to any legal action for any injury sustained on school property resulting from normal dance activities or any other activities conducted by the students before, during, or after class time.
5. CVB shall have the right to use students' names and photographs through any medium for advertising or promotional purposes. All such reproductions shall be selected by and remain the exclusive property of CVB.

