

ORLANDO BALLET SCHOOL

Orlando Ballet School Registration and Payment Policies

Table of Contents

(Click links to be redirected to program section)

[School Year Programming](#)

- Registration and Enrollment Policies.....1
- Waitlist and Class Transfers.....1
- Registration Fees.....1
- Showcase Fees.....2
- Tuition Payment Options.....2-3
- Refund and Cancellation Policy.....3

[Summer Intensive Programming](#)

- Registration and Enrollment Policies.....3
- Waitlist and Class Transfers.....3
- Registration Fees.....4
- Tuition Payment Options.....4
- Refund and Cancellation Policy.....4

[Spring and Summer Camps](#)

- Registration and Enrollment Policies.....4
- Waitlist and Class Transfers.....4
- Refund and Cancellation Policy.....5

[Summer Class and Sessions](#)

- Registration and Enrollment Policies.....5
- Waitlist and Class Transfers.....5
- Refund and Cancellation Policy.....5

[Workshops, Masterclasses and Additional Programming](#)

- Registration and Enrollment Policies.....5
- Refund and Cancellation Policy.....6

[Returned, Declined and Late Payment Policy](#).....6

School Year Programming

Registration and Enrollment Policies

- All registration is completed online by the student's family.
- Registration cannot be completed over the phone.
- In person appointments for registration are only available for extenuating circumstances, requests must be made in writing by email to the School Registrar for approval and to schedule.

Students enroll in their approved level only

- The registrar will review your registration, and should your student be enrolled incorrectly; you will be contacted via email and text to correct.
- Returning families will receive their approved level for enrollment on their prior school year's year-end evaluation.
- New students aged 6 and below enroll based on their age as of September 1st, and students aged 7 and above will need to first complete a placement class prior to enrolling in a leveled program.
- Students aged 7 and above who do not wish to complete placement can enroll in our Youth Dance Program only.

Waitlist and Class Transfers

- Once a class reaches capacity, classes will be notated as "waitlist only".
- Families can enroll on a waitlist at no cost. Waitlist enrollment is available until January 1st
- When space becomes available, families will be contacted to enroll. Response is required within 24 hours, after 24 hours OBS will proceed to the next family on the waitlist.
- OBS encourages families to enroll early, and if a preferred class option is full, families can enroll in another available option while also enrolling on the waitlist in their preferred option.
- Students can transfer sessions up until November 1st pending space availability.
- Waitlist only registrations cannot enroll into a class option after January 31st.

Registration Fees

Enrolling families submit a non-refundable registration fee per student at the time of enrollment. This fee varies based on the level or program, please see the fee schedule below:

<u>Program</u>	<u>Yearly Registration Fee Amount</u>
Youth Dance Program	\$50.00
Pre-Primary for 2.5, 3's and 4's	\$50.00
Primary A and Primary B level's	\$50.00
Primary C	\$100.00
Level's 1A, 1B, 2A, and 2B	\$100.00
Level's 3A and 3B	\$150.00
Upper Level	\$150.00
Academy Program (level's 1, 2 and 3)	\$200.00

Showcase Fees

The year-end showcase is the student's presentation of their training and skills, performed at our theater on site at Harriett's Orlando Ballet Centre.

Participation Eligibility:

- Must be enrolled by November 1st in either of the following level's:
 - Pre-Primary for 3's, Pre-Primary for 4's, Primary A, Primary B, Primary C, Level 1A/1B, Level 2A/2B, Level 3A/3B, Upper Level and All Academy levels. Spring semester participants in Pre-teen Ballet are also eligible.
- Showcase Fee must be paid in full by November 1st. Any family with an unpaid showcase fee by this date is subject to costume availability by the date that payment is received.

Showcase Fee:

- The showcase fee includes all rehearsals, costumes, a memorable t-shirt and digital download of the performance video. Fees are non-negotiable.
- Showcase Fees are non-refundable after November 1st.
- Participation is optional. OBS assumes all enrolled students are participating. Families can opt of participation by contacting the school registrar by email no later than October 31st.
- The Fee varies by level, please see current schedule below:

<u>Program</u>	<u>Showcase Fee Amount</u>
Trainee	\$450.00
Pre-Primary for 3's	\$95.00
Pre-Primary for 4's Primary A and Primary B level's	\$195.00
Primary C	\$295.00
Level's 1A, 1B, 2A, and 2B	\$295.00
Level's 3A and 3B	\$375.00
Upper Level	\$375.00
Academy Program (level's 1, 2 and 3)	\$400.00

Tuition Payment Options

Orlando Ballet School offers two payment options for it's school year program students. Regardless of payment option selected, all families are required to have a valid credit card on file at the time of registration. All families pay the first tuition installment upon enrollment.

Payment in Full

- One tuition payment in full at registration.
- Families who enroll by September 1st will receive a 5% pay in full tuition discount.
- Please contact the School Registrar to process payment in full.

Payment in Installments

- The installment plan will take the student's yearly tuition amount and divide it evenly across 9 payments.
 - 1st tuition installment is received during enrollment.
 - The remaining 8 payments are processed on the 1st of the month, September through May.
 - Installments do not represent tuition for the month they are processed, as it is recognized as a payment plan for their yearly tuition.
- Enrollment is open until January 31st for new students pending space is available.

- Any student enrolled after the start of the school year will have their tuition prorated based on their tuition obligation for the remainder of the year based on their start date. The monthly installments will be adjusted to reflect the prorated amount.
- Automatic Debit/Credit Declines Fees: \$5.00
 - OBS understands that declines can occur due situations outside of a family's control. OBS offers families one exception to the automatic debit or credit card decline fee policy.
 - Each occurrence after the first will result in a \$5.00 decline fee

OBS accepts cash, check or cashier check's payments for both payment in full and Installment plans. Payments made with either of these options must be submitted 3 days prior to the automatic card processing date.

Tuition cannot be adjusted or changed. Tuition cannot be credited towards any future class sessions or class registration unless approved by OB management in writing. Tuition payment is non-transferable.

Refund and Cancellation Policy

Please contact the School Registrar to receive the withdrawal form. The Withdrawal form must be received by the School Registrar to cancel any registration. Phone calls or verbal notifications are not accepted. OBS asks that family's provide at least 30 day's notice of the date of cancellation (your student's last class). Tuition payments will be processed and due until the withdrawal form is received.

If parents/students elect to withdraw from OBS before the first day of class, the tuition down payment will be refunded. If withdrawing after the first day of the school year program, the yearly tuition will be prorated and refunded accordingly. Tuition towards class hours or missed classes will not be refunded.

Summer Intensive Programming

Registration and Enrollment Policies

- All registration is completed online by the student's family.
- Registration cannot be completed over the phone.
- In person appointments for registration are only available for extenuating circumstances, requests must be made in writing by email to the Summer Programs Coordinator for approval and to schedule.

Students enroll in their approved program only, following completion of valid audition

- The Summer Programs Coordinator will review your registration, and should your student be enrolled incorrectly; you will be contacted via email and text to correct.

Waitlists and Program Transfers

- Once a class reaches capacity, classes will be notated as "waitlist only".
- Families can enroll on a waitlist at no cost. Waitlist enrollment is available until May 1st. Boarding students on the waitlist are subject to availability to enroll should space become available.
- When space becomes available, families will be contacted to enroll. Response is required within 24 hours, after 24 hours OBS will proceed to the next family on the waitlist.
- OBS encourages families to enroll early as sessions do sell out.
- Students can transfer to another approved Summer intensive program up until May 1st for boarding students and up to May 15th for tuition only students. Transfer requests must be sent via email to the Summer Programs Coordinator.

Registration Fees

All Summer Intensive programs require a non-refundable \$50 registration fee due upon enrollment.

Tuition and Boarding Fees Payment options

Payment in Full

- One tuition payment in full at registration.
- Families who enroll by March 14th receive a 5% pay in full tuition discount. No discounts are available for boarding.
- Please contact the Summer Programs Coordinator to process payment in full.

Payment in Installments

- The installment plan will take the student's Summer Intensive tuition and boarding amounts and divide them evenly across 4 payments.
 - 1st installment is received during enrollment
 - The remaining 3 payments are processed on the 15th of the month, March, April and May.
- Enrollment is open until capacity is reached. Boarding students must be enrolled by May 1st.
 - Any student enrolled after March 15th will have their monthly installments adjusted to reflect amount due for tuition and boarding.
- Automatic Debit/Credit Declines Fees: \$5.00
 - OBS understands that declines can occur due situations outside of a family's control. OBS offers families one exception to the automatic debit or credit card decline fee policy.
 - Each occurrence after the first will result in a \$5.00 decline fee

OBS accepts cash, check or cashier check's payments for both payment in full and Installment plans. Payments made with either of these options must be submitted 3 days prior to the automatic card processing date.

Tuition cannot be adjusted or changed. Tuition cannot be credited towards any future class sessions or class registration unless approved by OB management in writing. Tuition payment is non-transferable.

Refund and Cancellation Policy

Families must email the Summer Programs Coordinator to process a Summer Intensive cancellation. The registration fee and first tuition installment are non-refundable. Boarding fees are non-refundable after May 1st.

In the event of a doctor verified serious illness or injury. Requests for refunds must be made in writing within 30 days of the injury or illness and be accompanied by a doctor's note confirming inability to participate in programming. Refunds will be made at the discretion of the School Director. Boarding fees are non-refundable regardless of injury or illness after May 1st and registration fees are non-refundable.

Spring and Summer Camps

Registration and Enrollment Policies

- All camp registration is completed online by the student's family.
- Registration cannot be completed over the phone.
- In person appointments for registration are only available for extenuating circumstances, requests must be made in writing by email to the School Registrar for approval and to schedule.

Students enroll in their age approved camp only

- The registrar will review your registration, and should your student be enrolled incorrectly; you will be contacted via email and text to correct.
- Jr. Camp enrollees must be age 3 by January 1st for Spring Break camp and June 1st for Summer Camp
- Half Day or Full Day enrollees must be age 6 by January 1st for Spring Break Camp and June 1st for Summer Camp
- Exceptions are not available for the age requirements.

All camp registrations require payment in full upon enrollment. All families must register online and use a credit card to submit payment. Any family registered for a camp program without a credit card on file, or whose payment declines upon enrollment will have their registration automatically cancelled.

Refund and Cancellation Policy

Camp program cancellations must be received in writing to the School Registrar. Cancellations made more than two weeks before camp start date will be refunded all but 25% of the camp tuition. Cancellations made less than two weeks will not be refunded.

In the event of a doctor verified serious illness or injury. Requests for refunds must be made in writing within 30 days of the injury or illness and be accompanied by a doctor's note confirming inability to participate in programming. Refunds will be made at the discretion of the School Director.

Summer Classes and Sessions

Registration and Enrollment Policies

- All camp registration is completed online by the student's family.
- Registration cannot be completed over the phone.
- In person appointments for registration are only available for extenuating circumstances, requests must be made in writing by email to the School Registrar for approval and to schedule.

Students enroll in their age approved class or session only

- The registrar will review your registration, and should your student be enrolled incorrectly; you will be contacted via email and text to correct.
- Young Dancer Summer session enrollees must be the valid age required for the class by June 1st
- Summer Session ages 8+ must be aged 8 as of June 1st. Students in this session will be placed in the appropriate level based on their ability, knowledge and potential by artistic staff for the benefit and safety of the participating student.
- Exceptions are not available for the age requirements or level placements as decided by OBS Artistic faculty.

All summer class registrations require payment in full upon enrollment. All families must register online and use a credit card to submit payment. Any family registered for a summer session program without a credit card on file, or whose payment declines upon enrollment will have their registration automatically canceled.

Refund and Cancellation Policy

Please contact the School Registrar to receive the withdrawal form to process the cancellation. Phone calls and verbal notifications will not be accepted.

If parents/students elect to withdraw from a summer session by June 1st, tuition will be refunded.

If withdrawing after the first day of the summer session, the tuition will be prorated and refunded accordingly. Tuition towards class hours or missed classes will not be refunded.

Workshops, Masterclasses and Additional offerings

Registration and Enrollment Policies

All Workshops, Masterclasses, Pre and Post season class registrations require payment in full upon enrollment. All families must register online and use a credit card to submit payment. Any family registered for a summer session program without a credit card on file, or whose payment declines upon enrollment will have their registration automatically cancelled.

Approved Level and Age requirements for Workshops and Additional Programming

- Age restrictions and level requirements are advertised prior to completion of registration. OBS will not make exceptions to age requirements or level's for registered students. Understanding of the participant's ability for level requirements (intermediate, advanced etc) is at the discretion of the enrolling family. OBS will not accommodate the program or class to student's who do not meet the level requirement and no refunds will be provided.

Refund and Cancellation Policy

All Workshop, Masterclass and Pre or Post Season drop-in classes are non-refundable.

In the event of a doctor verified serious illness or injury. Requests for refunds must be made in writing within 30 days of the injury or illness and be accompanied by a doctor's note confirming inability to participate in programming. Refunds will be made at the discretion of the School Director.

Returned/Declined and Late Payments

This policy is enforced to all OBS programming.

If any payments are returned or declined a courtesy email will be sent to parents/guardians. For programs with payment due upon enrollment such as workshops, camps and summer sessions, families have 24 hours to reconcile payment before the registration is automatically cancelled. For programs on payment plans, such as school year programming and summer intensive programming, families will have 7 calendar days to reconcile that payment. If the balance is not submitted by the 7th day, students will not be permitted to attend classes, performances, and rehearsals until the account is current. If a payment declines at the time of enrollment, the registration will automatically be canceled.

- a. After one occurrence of a declined payment of the card on file for the automatic payment plan, families will incur a \$5.00 fee for each declined payment going forward.
- b. A late fee of \$25 will be added to the account if any payments are not submitted after the 14th day.
- c. If the account reaches 30 days past due, Orlando Ballet School will administratively withdraw the student.
- d. If a student withdraws or is administratively withdrawn, any past due amount will be due in full, immediately or required to re-enroll in an OBS program.
- e. There will be a \$30 service charge for any returned check, regardless of the check amount. OBS will not accept more than a total of two returned checks. After the second returned check, payments must be **made by credit/debit card, certified check, or cash. This policy also applies to any credit card chargebacks.**

OBS Reserves the right to cancel or decline future enrollments to an account with a past due balance or that fails to comply with financial policies.