



Brighton Ballet Theater

SCHOOL OF RUSSIAN AMERICAN BALLET

KINGSBOROUGH COMMUNITY COLLEGE (KCC)
2001 Oriental Blouvard, Brooklyn, NY 11235
Building T7, 2nd floor. Room 7211
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www.brightonballet.org

POLICY STATEMENT

REGISTRATION INFORMATION

All students entering our school must go through an audition or trial class to be placed in classes at the appropriate level. Students must submit a signed, updated registration application and policy statement every year before the start of academic-year and summer classes. Students must also pay a separate registration fee of \$30 (\$40 for late registration) with each application. Students who are continuously enrolled for 12 months *without breaks or interruptions* will not be required to pay more than one registration fee per year.

For students attending classes in Brooklyn, a KCC/BBT ID is included in the registration fee. Parking permits are available for an additional fee and require a valid KCC/BBT ID for purchase.

TUITION POLICIES

Families of registered students may either 1) pay upfront for a full year membership, with both 10-month and 12-month options available or 2) pay tuition in installments every four weeks. All tuition must be paid in advance. For installment plans, payment is due by the first class of every four-week session (the four-week period is calculated based on the date of enrollment). Full-year tuition is significantly discounted. Sibling discounts and other discounts may apply for payments of more than four weeks.

BBT accepts payments by cash, check, and Visa, MasterCard, American Express and Discover credit cards. All credit card payments will be assessed a 4% processing fee to cover the costs passed on from the credit card companies to BBT. Please also note that there will be a 10% late fee for any tuition that is not paid before the start of classes. If tuition is delinquent by two weeks, the student will not be admitted to class until payment is made in full. There is a \$35 fee for each returned check. Accounts that are overdue by 60 days or more may be turned over to a collection agency.

Refunds are subject to the following conditions:

- ❖ Registration fees are not refundable under any circumstances.
- ❖ Full refunds (minus registration fees) must be requested in writing and received by the school's office PRIOR to the first class.
- ❖ NO REFUNDS WILL BE GIVEN ONCE THE STUDENT'S FOUR-WEEK SESSION HAS BEGUN.
- ❖ All tuition charges are calculated on a per-lesson (NOT per-hour) basis. BBT reserves the right to change the length of the lessons depending on the level of instruction and number of students in the studio.
- ❖ Students who miss classes before the end of the four-week session are still obligated to pay for the full four weeks. However, they may apply to "make up" as many as three

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missed classes outside their regular schedule during a four-week period (each substitute class requires submission of a completed “make-up application” with a \$1 fee per make-up class).

- ❖ In exceptional cases, students may be eligible for a partial refund if they must withdraw from classes due to prolonged illness (more than one month) or severe injury, as verified by a doctor's note.
- ❖ PLEASE NOTE THAT ALL CLASSES ARE SUBJECT TO CHANGE WITHOUT NOTICE; SUCH CIRCUMSTANCES DO NOT ENTITLE STUDENTS TO A REFUND.

DRESS REQUIREMENTS

Brighton Ballet Theater expects that all students will wear the specific attire required for each class; uniform packages are available for purchase at registration. Students will not be allowed to participate if the dress code is repeatedly violated.

ATTENDANCE

Consistent attendance is critical to consistent progress. Students/parents must report all absences to the school prior to class time. Lessons missed due to a teacher's absence will be made up later. **Students can only attend 3 “make-up classes” per 4-week session;** an application is required to attend classes outside the regular schedule. If severe weather closes public schools in the area, dance classes will be canceled for the day. There is NO REFUND.

SCHOLARSHIPS

A limited number of full and partial scholarships are available and are awarded on the basis of financial need, class performance, and potential for a professional career. Scholarships are granted for periods no longer than one year. Scholarship applications are available from the school office and must be completed and returned (with a copy of your most recent federal income tax return) by the posted deadline to be considered by the Scholarship Committee. All applications and financial information are kept confidential.

COMMUNICATION

Important school notices and schedule information, including changes and holiday closings, are posted on the school bulletin boards, on the Announcements page of www.brightonballet.org, as well as on Facebook and on the Yahoo Group "BBT Central." It is the responsibility of each student/parent to check postings before and after class. School office hours at KCC are Monday-Friday 4:30pm-9pm, Saturday 10am-2pm and Sunday 10am-3pm.

NONDISCRIMINATION POLICY

Brighton Ballet Theater/School of Russian Ballet admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, 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 administering its admissions policies, scholarship programs or placement decisions.

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ADDITIONAL RULES AND REGULATIONS

- ❖ Every student in the school is expected to behave in a disciplined and responsible manner and to read, sign, and follow the written **Code of Conduct** provided at registration. BBT reserves the right to suspend or dismiss any student whose behavior or attendance are not in agreement with school policies.
- ❖ **Students should have the BBT/KCC ID with them at all times. This card must be presented at the security booth for admission to the Brooklyn campus.**
- ❖ Parents may attend "open" classes with their child; in all other cases, parents must obtain permission from BBT before attending class.
- ❖ To protect the privacy of all our students, parents may not photograph children in classrooms, hallways or elsewhere at BBT without permission from the office.
- ❖ School administration reserves the right to choose students for specialized programs, concerts, performances and competitions. Parents should understand that NOT all students will be selected for such events.
- ❖ School administration also reserves the right to change a student's class to a more suitable class if the teacher deems a transfer is in the student's best interest.
- ❖ Since BBT is a non-profit organization, students participating in special events (e.g., Annual Concert and The Nutcracker) will be required to pay additional fees relating to costuming, staging, music, etc. Separate fees will also apply for competitions.
- ❖ BBT is not responsible for lost or stolen property/belongings.
- ❖ BBT does not employ bathroom attendants and teachers cannot interrupt class to accompany children to the bathroom. For the child's safety and well-being, parents should take children ages 2-7 to the bathroom BEFORE class begins or remain available to take the child to the bathroom if needed during class.
- ❖ All children under 12-years-of-age must be picked up by a parent/guardian who will be waiting for the child 10 minutes before the official end of class. **BBT is not responsible for children left alone.**

MEDICAL INFORMATION

- ❖ Parents are expected to notify BBT verbally AND in writing before the first class of any physical limitations, allergies, learning or developmental challenges and/or any other medical issues that may affect their child's safety and/or enjoyment of dance.
- ❖ **It is the responsibility of all parents/guardians to discuss any medical concerns with a physician and to obtain prior medical approval for their child to engage in physical activity consistent with the exertion and range of motion required for participation in dance class.**
- ❖ BBT is not liable for any injuries sustained or illnesses contracted by students.
- ❖ Parents must submit a doctor's note certifying that it is safe and appropriate for a child to return to dance class following a significant injury or illness that results in an absence of more than one week.
- ❖ Parents and students, by signing this form, acknowledge and accept all policies disclosed herein as well as authorize BBT to administer first aid and contact emergency medical services (including calling 911) for themselves or their child in the event of a

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medical emergency. Parents/guardians and students further agree to hold BBT, its staff, faculty, guest instructors and directors harmless for any first aid they provide.

Student's Last Name

M.I.

First Name

Parent's Last Name

M.I.

First Name

Signature (Parent/guardian must sign if child is under 18-years-old)

Date